

The Revised Handbook for Analyzing Jobs



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Lynn Martin, Secretary

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Roberts T. Jones
Assistant Secretary for Employment Training
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CHAPTER 6

SENTENCE ANALYSIS TECHNIQUE

Sentence Analysis is the technique used by the analyst to determine, in all job-worker situations, the appropriate components of Work Performed: Worker Functions; Work Fields; and Materials, Products, Subject Matter, and Services. The technique permits even the most complex job-worker situation to be stated in a simple, brief, declarative sentence. However, the technique should not be confused with style conventions used to describe tasks in a JAR.

The technique that has been developed uses the answers to three basic questions about the work setting to build a sentence that has three standard parts and which describes Work Performed.

The three basic questions are as follows:

1. What does the worker do?
2. What gets done? or what is the purpose of the worker's action?
3. What is the final result?

The answers to these questions provide the framework of Sentence Analysis. (The subject of the basic sentence is the worker and is implied but not stated.) The following list shows how the Work Performed components are used as parts of a sentence to present the information obtained from the answers to the above questions:

1. The Worker Function is used as the verb (in the third person, singular, present tense).
2. MTEWA, people, or information is used as the direct object of the verb.
3. Work Fields and MPSMS are used in an infinitive phrase. The infinitive reflects the Work Field(s), and MPSMS is the object of the infinitive.

For jobs in which the worker's significant involvement is with a Data Worker Function, the object of the verb is information in some form. For jobs in which the worker's significant involvement is with a People Worker Function, the object of the verb is usually the people to whom a service is being rendered. For jobs in which the worker's significant involvement is with a Things Worker Function, the object of the verb is a machine, tool, equipment, or work aid through which the action of the verb is performed.

Several examples of job-worker situations, which have been summarized using the sentence analysis technique, are presented in the following charts with an accompanying example of the information reworded for use in a Job Summary statement. The three numbers in parentheses in the analysis sentence represent the specific Worker Function, Work Field, and MPSMS, respectively. This information is presented as an additional aid to show the analyst how to create a Job Summary statement that accurately reflects the information obtained about a job-worker situation.

Question:	What Does the Worker Do?		What Gets Done?	What is the Final Result?
Work Performed Component:	Worker Function	MTEWA, People, or Information	Work Field	MPSMS
Sentence Part:	Verb	Direct Object	Infinitive Phrase	
			Infinitive	Objective of the Infinitive

SIGNIFICANT INVOLVEMENT WITH DATA

Sentence Analysis: Synthesizes (0) ideas and information to research (251) mathematics (721).

Job Summary Statement: Conducts research in fundamental mathematics and in application of mathematical techniques to science, management, and other fields, and solves or directs solutions to problems in various fields by mathematical methods.

SIGNIFICANT INVOLVEMENT WITH PEOPLE

Sentence Analysis: Serves (7) patrons to accommodate patrons (910). (291)

Job Summary Statement: Assists patrons to find seats at entertainment events.

SIGNIFICANT INVOLVEMENT WITH THINGS

Sentence Analysis: Handles (7) handtruck to move (011) tobacco (404).

Job Summary Statement: Distributes tobacco within or near cigarette manufacturing facility, using handtruck.

SIGNIFICANT INVOLVEMENT WITH DATA AND PEOPLE

Sentence Analysis: (data) Analyzes (2) textbooks, test results, and other data to teach (296) academic subject (931).

(people) Instructs (2) students to teach (296) academic subject (931).

Job Summary Statement: Teaches English in public secondary school.

Question:	What Does the Worker Do?		What Gets Done?	What is the Final Result?
Work Performed Component:	Worker Function	MTEWA, People, or Information	Work Field	MPSMS
Sentence Part:	Verb	Direct Object	Infinitive Phrase	
			Infinitive	Objective of the Infinitive

SIGNIFICANT INVOLVEMENT WITH DATA AND THINGS

Sentence Analysis: (data) Analyzes (2) designs and other data to machine (057) jewelry articles (611 & 613).
 (things) Precision works (1) machines and handtools to machine (057) jewelry articles (611 & 613).

Job Summary Statement: Fabricates and repairs jewelry articles, such as rings, brooches, pendants, bracelets, and lockets.

SIGNIFICANT INVOLVEMENT WITH PEOPLE AND THINGS

Sentence Analysis: (people) Informs (6) patrons to entertain (297) patrons (919).
 (things) Operates (3) mechanical riding equipment to entertain (297) patrons (919).

Job Summary Statement: Operates or informs patrons how to operate mechanical riding devices at amusement park.

SIGNIFICANT INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

Sentence Analysis: (data) Coordinates (1) treatment procedures of patients to treat (294) dental problems (922).
 (people) Advises (0) dental patients to treat (294) dental problems (922).
 (things) Precision works (1) dental instruments to treat (294) dental problems (922).

Job Summary Statement: Diagnoses and treats diseases, injuries, and malformations of teeth and gums, and related oral structures.

When using the Work Performed components, do not confuse MTEWA and MPSMS. Machines and equipment are listed in MPSMS categories when they constitute materials or products for certain jobs, and should be used for MPSMS only where they apply as materials or products. These same machines or equipment, when used to complete a function (immediate object of a things verb through which the action of the verb or Work Function is performed) are not considered materials or products, but as MTEWA. A job in which the worker builds or repairs a machine is assigned the MPSMS code for that machine. A job in which the worker operates or sets up a machine is assigned the MPSMS of what the machine processes or produces. Finally, note that in some instances for a machine-related things job, the statement derived through the sentence analysis technique may approximate the Job Summary statement.