

## **Job Analysis**

Amanee Caldwell

Interdisciplinary studies, Old Dominion University

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DR. Sherron Gordon-Phan

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This brief paper was assigned to help us analyze a job that is hiring that fits our interest before applying. The job selection needs to meet our skillset in the selected major we are currently studying. Interdisciplinary studies is my current major and it is well-rounded which means it provides a study of several different majors in one. With this course selection I will be searching for a job that mentions a form of leadership but also not just a job but an advancing career. I will be breaking down keywords for requirements, responsibilities, and the company purpose for the position.

Keywords: analyze, interdisciplinary studies, hiring, requirements, responsibility, purpose

My Major is leadership which is also called interdisciplinary studies. I originally chose this major because I had no idea of what I wanted to do or my true passion in life. I only knew what I didn't like and that took me nowhere at the time. This major has helped me open my eyes and brain to several majors and get a taste of what each subject has to offer. The job I have selected was found on career builders but redirects you to the [job.virginia.gov](https://job.virginia.gov). The company name is VA Department of Transportation also known as VDOT. A large company that handles building and maintaining highways, bridges, roads, and tolls in the state of Virginia. Many don't know that they also do the funding for public transportation and airports. This company was first started in 1906 with establishing the first state highway commission.

There are many skills and training experience that are required for the Career and Leadership Development Training Program Manager position at VDOT. The most important requirement for this job is having skills in different computer operations and web-based applications (Drew, 2023). Leadership and supervising skills are also the most important requirements for this job. This includes the managing of multiple employees, all at differing levels. Good communication is another important skill to have for this position for many reasons, including establishing and maintaining effective relationships with internal and external customers as well as communicating effectively with other staff. Knowledge of adult learning and education is another extremely important qualification for this position. Along with this is experience in financial management, human resources, and instructional design.

Because of the duties in this position, I would list being a team player as a skill for this role, as you are essentially in charge of leading a team and working on team projects. I also think that knowing more web-based applications and computer programs would greatly benefit you. The more you learn, the more you can list on your resume and apply if you are hired for the position.

One important motivator for the future of this company is the growth of production. Another extremely important motivator would be the evolution of digital learning and the use of technology to improve the learning and work environment of employees.

The reason for wanting this position is due to the job duties capturing my interest. One statement in particular “responsible for identifying training/development needs and designing, planning and implementing training and development programs to improve skills and competencies for the current and future workforce.” I love to observe and see how things can be better for not just the company but the workers with proper training. I also was interested

because it deals with communication and all my past jobs, I was able to communicate effectively and persuasively to different types of audience. Key terms that relate to courses I have taken were also mentioned organize and prioritize business function internal and external. I have mastered this skill over time with knowing the importance of getting work done with discipline and management which allows a smooth workflow.

The culture of The Virginia Department of Transportation revolves around the responsibility of transportation in the state of Virginia. Responsibility for safety here is important because VDOT also maintains the state's roads, bridges, and tunnels. Another important part of this company's culture is creating new jobs and opportunities for people all across the state. A lot of this company is learning-based, so there is always something to be gained to better your career. Leadership skills, computer skills, and strong communication skills are all things that would fit best with this culture. One of the skills that I would add to this list is problem-solving. Since maintaining the state's transportation system is such a huge responsibility, having good problem-solving skills is very important. That way when problems and emergencies do arise, they will be more effectively resolved.

One of the problems you are likely to face in this position would be measuring the workload and projects. Leadership positions, such as this one, come with many different responsibilities and tasks, and it can be hard to maintain everything at once. However, the job listing did a great job of breaking this part down. Even though that sounds overwhelming, they simplify it by listing the ability to organize, prioritize, and have discipline when balancing demands. (Candace Drew, 2023)

### Work cited

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