

The subject of this thesis is one of the key personnel processes – the job analysis and job description design, the importance of this personnel process and its connections to other personnel processes. The job analysis and job description is followed with the job redesign need diagnostics. The job analysis and job description are described from a small organisations point of view, the thesis concentrates primarily on methods and approaches that are usable for a small organisation. The job analysis process is applied step by step in a factual small organisation and customized to fit its needs. The thesis confirms that human resources management in a small organisation is as important as in a bigger one and that with the selection of appropriate methods and approaches it does not have to be time consuming and costly activity. At the same time it emphasizes the need of conceptual human resources management in a small organisation.