

# News Release: American Library Association

Public Information Office  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611  
312 944-6780

From: Peggy Barber, Director  
Public Information Office

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ALA's Office for Library Personnel Resources (OLPR) and the Institute for Manpower Management are jointly sponsoring two workshops on Job Analysis in Library Personnel Administration. These workshops will be valuable to anyone concerned about such issues as developing affirmative action plans or developing new wage and salary systems.

The Institute for Manpower Management defines "Job Analysis" as "any process of collecting, ordering and evaluating work or worker-related information." Its purpose is to assemble a base of data for management decision making.

"Techniques of Job Analysis and Job Interviewing" will be held in Chicago on October 4 - 8 at the Bismarck Hotel. The workshop will focus on how to apply Job Analysis to the redesign of jobs, the development of career ladders and the identification of training and examining requirements.

To provide maximum trainee-instructor interaction, 80 percent of the training will consist of closely supervised, intensive work exercises and small group work sessions.

"Employment Examining: Qualification and Training Requirements Identification" will also be held in Chicago at the Bismarck Hotel, November 8 - 12. This workshop focuses on objective methods of identifying and establishing those job requirements most critical to successful performance of a job.

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Registrations may be submitted up to three weeks before the workshops, either by mail or telephone. Early registration is recommended since attendance is limited. Participants may register for one or both workshops.

The registration fee for each workshop is \$210 and must be paid by the first day of the workshop. A deposit of \$100 per person per workshop should accompany the registration form.

Confirmed workshop reservations can be cancelled with full refund up to 21 days prior to the workshop date. Later cancellations are nonrefundable. Substitutions can be made at any time, but please notify OLPR.

The registration fee includes all course materials but does not include hotel accommodations or meals. A block of rooms at the Bismarck has been reserved at conference rates. Hotel reservation cards will be sent by mail with confirmation of your workshop registration.

Continuing Education Units will be awarded upon completion of these workshops. Registration fees, travel, meals and lodging expenses are tax deductible when expenses are made to maintain and improve professional skills.

Joseph H. McClure, an occupational analyst and merit system specialist, author of Merit Systems and New Careers will be the instructor of both workshops. Currently Deputy Director and Training Officer of the Institute for Manpower Management, Mr. McClure has trained nearly 2,000 government and industry officials in job analysis and work design.

REGISTRATION FORM

Name and Title of participant \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Workshop I  Oct. 4-8  
 Workshop II  Oct. 8-12

Please detach and mail to:  
 Marilyn Salazar, ALA/OLPR, 50 E. Huron St.  
 Chicago, IL 60611 or call OLPR/ALA  
 (312) 944-6780

Check enclosed  / Deposit  / Full Amount