

HR by BZ Job Analysis & Org Design Program **Clarity. Efficiency. Scalability.**

Our 30-day Job Analysis & Org Design Program fixes role confusion and builds a future-ready team.

1 Assess Current State & Gather Inputs

- Collect current org chart, job descriptions, and reporting lines.
- Interview leadership to understand pain points, growth goals, and role clarity challenges.
- Identify areas of confusion, overlap, and underutilized capacity.

2 Conduct Job Analysis

- Review actual duties vs. written job descriptions.
- Identify single points of failure, redundant responsibilities, and role gaps.
- Benchmark role scope and responsibilities against industry standards.

3 Map the “As-Is” Organization

- Create a visual map of current roles and responsibilities.
- Highlight risk areas, bottlenecks, and inefficiencies.
- Identify which roles are essential, transitional, or candidates for reallocation.

4 Design the Future-State Org Structure

- Build an optimized org chart aligned with growth and strategic priorities.
- Define clear reporting lines and accountability structures.
- Outline phased role evolution to support 12-24-month growth.

5 Update & Create Job Descriptions (Optional but High-Value)

- Draft clear, compelling, and compliant job descriptions.
- Align responsibilities to new org structure and remove legacy noise.
- Include key outcomes and performance expectations for every role.

6 Develop Implementation Plan

- Provide a recommended rollout plan, including communication strategy.
- Suggest timeline for role transitions, title changes, or restructuring.
- Identify quick wins to drive immediate clarity and momentum.

7 Deliver Leadership Workshop

- Present findings, optimized structure, and role recommendations.
- Provide coaching on internal communication and change management.
- Align leadership team on phased execution and ownership.

Key Deliverables

- Current vs. Future-State Org Chart.
- Role Gap & Overlap Analysis Report.
- Updated/Modernized Job Descriptions (if included).

- 30 Day Implementation Roadmap with 12-24-month targets.

Bonus Section - High-Impact Org Design Hacks

- Design for scalability, not just today's headcount.
- Right-size management layers to avoid overstaffing or under-managing.
- Crosstrain key roles to eliminate single points of failure.