

## **CHAPTER 5**

### **BASIC THEORY OF PROFESSIOGRAPHY ANALYSIS OF LAW ENFORCEMENT ACTIVITIES**

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#### **INTRODUCTION**

The current conditions of social development dictate the relevance of the need to implement progressive trends, which have a significant impact on the main principles of the organization and activities of the law enforcement system, which resulted in certain reforms. Such issues as improvement of the professional activity and quality of staffing have been reorganized most of all.

This is precisely why the task of thorough scientific study of the law enforcement activities, their profессиography analysis as the definitive component of the efficiency of the performance of duties, optimization of processes of selecting the most qualified candidates, training and retraining of personnel, staffing of teams, job appointments and staff deployment according to their qualification competencies and individual qualities, rationalization of labor regimes and conditions, and prevention of negative trends is of the most particular importance. Unfortunately, we must acknowledge the fact that today in our country there are almost no such comprehensive profессиography developments, there is a lack of researches devoted to studying the specifics of professional activities of the law enforcement officers, determining qualification requirements to the level of knowledge, skills and professionally important qualities, developing the criteria of a successful professional activity, etc. The lack of profессиography studies affects the quality of performance of functions and the level of law and order enforcement, and results in the counterproductive and uncoordinated organization and functioning of management, personnel and executive elements of the structure, as well as in the destructive utilization of resources.

Consequently, in order to achieve practical results, it is reasonable to implement an active scientific approach by adhering to a proper organization of research techniques, and we must start first of all with

setting forth the theoretical foundations of professiography analysis of the law enforcement activities.

### **5.1. The essence and basic characteristics of the professiography**

The issue of scientific analysis of professions became acute at the end of XIX century, and since then it remains one of the most relevant, important and much-needed areas of theoretic and applied researches.

This analysis provides for the application of techniques of studying the professions and their classification, which is the subject matter of the **professiography** (Latin *professio* – «line of work, type of permanent occupation, area of expertise, profession» and Greek *grapho* – «to write»)<sup>1</sup>. An integrated approach to research and description of content-related and structural characteristics of a profession, systematization of the received quantitative and qualitative data for the purpose of establishing the specifics of relations between a labor entity and components of activities and ensuring their functioning is peculiar to the professiography analysis<sup>2</sup>. Moreover, the integrated approach is understood as a systemic, multi-faceted and comprehensive study of professional activities on various aspects: legal, economic, social, psychological, physiological, medical, professional and technical, technological, functional, etc.<sup>3</sup>

The **tasks** of the professiography include: 1) the comprehensive description of work activities and setting forth the core and content, structural organization, main functions, means, conditions, etc.; 2) classification of professions and areas of expertise; 3) determination of requirements to the specialists and to the level of development of their qualities; 4) clarification of factors of professional success<sup>4</sup>.

Professiography as a scientific approach to the study of labor activity, professions and areas of expertise include the following **components**: 1) theoretical patterns of study; 2) complex of methods of studying, analyzing, and interpreting the received data; 3) rules of organization of the study<sup>5</sup>.

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<sup>1</sup> Bolshoi psikhologicheskii slovar / pod red. B. Meshcheriakova, V. Zinchenko. Sankt-Peterburg: Praim-EVROZNAK, 2003. 672 s.; Syniavskiy V. V. Psikhologichni osnovy proforiientatsiinoi profesiiografii: navch. posib. Kyiv: IPK DSZU, 2010. 89 s.

<sup>2</sup> Bodrov V. A. Psikhologiya professionalnoi prigradnosti: ucheb. posobie. Moskva: PER SE, 2001. 511 s.

<sup>3</sup> Slovar prakticheskogo psikhologa / sost. S. Yu. Golovin. Minsk, 1998. 800 s.

<sup>4</sup> Ekstremalna psikhologhiia: pidruchnyk / [Yeysiukov O. P., Kufliievskiy A. S., Liebediev D. V. ta in.]; za red. O. V. Timchenka. Kyiv: Avhust Treid, 2007. 502 s.

<sup>5</sup> Ivanova E. M. Osnovy psikhologicheskogo izucheniia professionalnoi deiatelnosti. Moskva: MGU, 1987. 208 s.

Theoretical patterns of study allow collecting, describing and systematizing the materials about the professional activity, its organization (taking into account various aspects); they constitute some kind of a program that includes a list of questions, the contents of which is driven by a specific purpose. An integrated application of methods of the professionography ensures a high performance of the study thanks to the use of benefits of each of them according to their specifics. Observance of the rules for the organization of the study guarantees the reliability and veracity of the conclusions reached, and therefore, contributes to the efficiency of the suggestions based on the results of the study performed and practical implementation of the developments on the most relevant issues of professional activities.

The study of psychological characteristics of professional activities is performed according to the following **professionography principles**<sup>6</sup>:

– *integrated approach (consistency, integrity)* – determining interconnections and interinfluences of components of an activity at all hierarchy levels of functioning (activity, actions, operations, normal and extreme conditions), that is the study of professional activities as a single system;

– *strength of purpose* – observing the consistency in conducting the study according to goals chosen and specific tasks (diagnostic, information, methodical, etc.), as well as to a certain designation (career guidance, professional recruitment, professional training, etc.);

– *personal approach* – taking into account a variety of options of individual style of work and possibility of one quality to be compensated by others;

– *differentiation and type assignment* – determining the internal professional differences and grouping of similar professions (according to certain parameters);

– *reliability* – finding and describing unfavorable work conditions, untypical, complicated, extreme situations (especially relative to dangerous professions) with the view to determine the requirements towards the employees' stress resilience;

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<sup>6</sup> Bodrov V. A. Specified work; Garber E. I., Kozach V. V. Metodika professionografii. Saratov: Izd-vo Saratovskogo un-ta, 1992. 196 s.; Grigoreva M. V. Psihologiya truda. Konspekt lektzii. Moskva: Vyshee obrazovanie, 2006. 192 s.

- *prospects and realities* – studying professional activity taking into consideration its tendencies to change and development of the labor entity, approaching problems in dynamics and in cultural and historic perspective;
- *context specificity* – considering all the significant features of the profession and their presentation precision, revealing actual conditions, relationship, interaction of all components, core, significant properties, tendencies, avoiding the provision of general and abstract information;
- *systemic determination* – considering dependence of professional activity on a number of various management and operation features;
- *activity-based concept* – dependence of the employees' mental contents, their experience, specifics of their mental processes on the specifics of professional activity;
- *phasing* – sequence of data acquisition and analysis in the course of studying professional activity (that includes information, analytical, synthetic, experimental and resulting stages);
- *selectivity* – selective approach while carrying out the research; focusing on the specifics of subject–object interconnections of professional activity, on the most challenging tasks of the working process;
- *equivalence* – application of the same study and description procedures and programs (to ensure correct comparison of the professions);
- *complementarity* – use of qualitative and quantitative methods of study, inclusion of both content-related and statistical information.

Having explored the basic concepts of *professiography* approach as regards setting forth its core, meaning, tasks and principles, it is expedient to consider the issue of **classification of types of activities and professions**, since identification of the structuring principles of the world of professions makes it possible to clearly understand their diversity and take a decision as regards management of the scientific research.

Nowadays there exists a large number of changing and diverse professions. That is why when studying certain professions, it is necessary to be able to navigate among them, differentiate them by key features, analyze the contents and critical characteristics, and here comes the need for classifications. There are quite a lot of these, since they have been based on numerous and most diverse criteria<sup>7</sup>.

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<sup>7</sup> Zeer E. F. *Psikhologiya professii: ucheb. posobie*. 2-e izd., pererab., dop. Moskva: Akademicheskii Proekt; Ekaterinburg: Delovaia kniga, 2003. 336 s.; Karpilovska S. Ya., Mitalman R. Y., Syniavskiy V. V., Tkachenko O. M., Fedoryshyn B. O., Yatsyshyn O. O. *Osnovy profesiografii: navch. posib*. Kyiv: MAUP, 1997.

First of all, we have to differentiate between categories and types of professional activities. A *category* is a certain professional activity characterized by the specifics of the subject, conditions, contents and requirements to it. Similar categories are grouped into *types*. There also exists a subdivision into two main *classes*: «*subject-object professions*» (the subject is objective reality and a material object) and «*subject-subject professions*» (a human being is the subject matter).

One of the most widely used classifications is subdivision of professional activities *by sectors*: administrative and managerial, legal, military, medical, pedagogical, sports, arts, scientific, industrial, agricultural, transport etc. This is a multi-purpose classification based on economic and technological criteria. Having determined to what sector a certain profession belongs, one can determine the nature of the product of labor, type of the applied technologies, means, hazard rate of the profession by the risk of injury and work-related health problems etc.

Breaking down the activities into *individual* and *cooperative* is quite important, too. The main features of the joint activity are as follows: collective subject, spacial and timed co-presence of the employees, role- and tool-based activity differentiation, availability of a managerial and organizing element.

The most general breakdown of the activity types is the one subdividing them into *external* and *internal* types. The external activity types are accompanied by exteriorizing manifestation of components of the activity (movements, actions, expression, communications etc.), while internal ones are deployed on the intrapsychic plane.

A distinction is also made between *performance* and *managerial* activities. The former is characterized by the subject of labor directly influencing the object, although at the same time being in contact with other subjects. In the latter, as a rule, there is no such direct influence, but it implies that one subject is managing the other subjects' activities and the subjects are hierarchically arranged.

Practical aspect considered, it is expedient to differentiate the activities *depending on their conditions*. According to this criterion, an activity can be performed in optimal, acceptable, harmful and hazardous (extreme) conditions. Depending on the change in conditions the

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148 s.; Kovzyrydze M. A. Professiografiia i psikhologicheskie osnovy professiovedeniia: ucheb. posobie. Moskva: RUT (MIIT), 2018. Ch. I. 60 s.

«psychophysiological cost of the activity», its intensity and performance indicators differ significantly.

At the same time, it is practicable to subdivide the activities into *direct (on-site)* and *indirect (remote)*. In the first case the subject of labor directly influences the object and in the same direct manner receives information about it. In the second case information about the object is provided to the subject through the mediating links (display, board, indicating devices etc.), and the subject also influences the object not directly but by means of control facilities.

It is common practice to classify professions based on personal interests, abilities and temperament. First of all, it is worth noting *J. Holland's classification of professions*. Its advantage is the grounded psychological concept that combines the theory of personality with the theory of career choice. The author thinks that orientation is the most significant substructure of a personality, and career success is determined by such qualities as values, interests, attitudes, relations, motives. Based on the interests and values there are six professionally-oriented personality types: *realistic* (creating material things, attending to technological processes and equipment), *investigative* (intellectual work), *social* (interaction with social environment), *conventional* (priority of conventionally accepted norms and traditions, clearly structured activity), *enterprising* (managing people and business), *artistic* (creativity). The model of any personality type is construed according to the pattern (goals, values, interests, abilities, desired professional roles, possible achievements and careers) and makes it possible to estimate compatibility of the personality with a certain work environment. To determine the personality types diagnostic methods are offered that reveal professional interests and preferences. Based on the assessment results three recommended work environments are identified (first is the one most compatible with the personality type, second and third are less relevant but they make it possible to discover additional career options).

*The Paterson Job Grading System* based on the abilities (with 9 various abilities being at the core of the classification) has become most popular abroad. 432 occupations have been grouped into seven categories using «Minnesota Occupational Rating Scale»: academic, mechanical, social, religious, musical, artistic and physical. Summarizing the results

allowed narrowing the occupations down to 214, with 137 of them being isolated careers and the other 77 combine 2–18 occupations.

The *16-feature classification of professions by Y. O. Klimov* is best-known in Ukrainian psychology. The characteristics of a certain profession are determined by grouping of features by four levels. The first level incorporates the *types of professions* depending on the specifics of the subject of occupation (individual, nature, mechanisms and inorganic nature, sign, artistic image), and five profession types are determined accordingly: «individual–individual», «individual–nature», «individual–mechanisms», «individual–sign system», «individual–artistic image». The second level is represented by the *classes of professions* that differ depending on the work objective (C – changing, G – gnostic, I – inventive/research). The third level is comprised by *sections of professions* classified by tools (M – manual, P – power-driven, A – automatized, F – functional). The fourth level includes *profession groups* classified by the work conditions and their requirements towards an individual (N – normal work conditions, O – outdoor work, U – unusual work conditions involving certain factors that are harmful and dangerous for one's health, M – demanding high moral quality). Analyzing a certain profession according to these levels, we can come out with its «formula» showing its prevailing features.

*V. V. Pchelynova* continued to work on the job classification suggested by Y. O. Klimov. She has developed the program that analyzes professions, having widened it to embrace 53 features arranged in 10 groups by the criteria as follows: 1) work object, 2) prevailing objectives of professional actions, 3) nature of tasks by degree of intellectual complexity, 4) work complexity factors, sources of professional stress, 5) tools, 6) individual or team work, 7) prevailing performance or managerial functions, 8) type of professional communication, 9) types of risk and responsibility, 10) physical conditions of labor (environment).

An interesting approach based on the criteria of professional success rate is the *modular principle of psychological classification of professions by V. Y. Gavrylov*. Comparison of professions has revealed the elements that occur repeatedly in the structures of different professions. Respectively, a psychological module of a profession is the occupation's unit of analysis which is determined as a typical element of professional activity characteristic of certain professions and singled out on the basis of

common psychological requirements. There are tens of modules on the basis of which the psychological characteristic of a profession is provided. Occupational classification according to V. Y. Gavrylov involves dividing each type of professions into sub-groups that consider the objectives, tools and work environment. *Socionomic professions* include: medical service; development and education; utility services; information services; protection of the society and state. *Technomic professions* comprise: creating and assembling equipment; equipment maintenance; equipment repair. *Bionomic professions* include: studying, researching and analyzing the conditions and habitat of plants and animals; taking care of plants and animals (their cultivation, reproduction); plant and animal disease prevention, pest and pathogen control, veterinary treatment. *Signonomic professions* operate with texts; numbers, formulas and tables; maps, drawings, patterns; sound signals. *Artonomic professions* cover: creation, designing, modelling art work; replication, making various products according to a sketch without copies; replication, copying, multiplication of art work in mass-scale production.

Thus, classification is in fact the first stage of analysis of the professions and constitutes a firm base for understanding their core, key features and basic parameters, which is necessary for arranging further research (in particular for developing its program and selecting the required methods).

## 5.2. Methods of professiography

In order to accomplish the tasks of a professiography research, it is necessary to apply a set of methods that will allow studying the important aspects of professions and making the complete picture. It is worth noting that professiography uses the full range of general psychological methods, however it fills them with a specific content attributable to particular features of the object and aims of the research<sup>8</sup>.

B. G. Ananiev has suggested the «working classification of methods»<sup>9</sup> that determines the strategic directions of the research, shows its integral cycle, sets forth the order of application of the methods and conditions

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<sup>8</sup> Zeer E. F. Specified work; Ivanova E. M. Osnovy psikhologicheskogo izucheniia... Specified work; Ivanova E. M. Psikhologicheskaja sistemnaia professiografii. Moskva: PER SE, 2003. 208 s.

<sup>9</sup> Ananiev B. G. O problemakh sovremennogo chelovekoznaniia. 2-e izd. Sankt-Peterburg: Piter, 2001. 260 s.



their interaction. It includes the **groups of methods** as follows: organizational, empirical, data processing, interpretative.

*The organizational methods* ensure arranging and overall planning of the professional activity study, determine the amount of material to be studied, information collection duration and frequency, data evaluation techniques, choice of methodology and examination versatility rate; promote development of scientific concepts, new diagnostic tools, management methods, learning types etc. These methods remain in use throughout the whole research, and their efficiency is determined on the basis of the final results. *The comparative method* is determined as one of the main methods that by way of comparison identifies common, special and stand-alone features in the phenomena under study and in their laws of development. *The longitude method* provides for multiple systematic study of the same subjects in dynamics. *The complex method* is used for the interdisciplinary study of a common object and allocation of functions between separate subjects (psychology, medicine, physiology etc.). Organizational methods can be used either all together, or in certain combinations.

*The empirical methods* ensure acquisition of scientific data and accumulation of facts, and include: praximetric (studying end products, documents, motion study, time tracking etc.), biographical (analysis of facts, dates, life events, documents, certificates etc.), psychodiagnostic (survey (interview/talk, questionnaire, expert appraisal), testing), observational (observation, self-observation), experimental (natural, laboratory, educational experiments), modelling methods (mathematical, cybernetical etc.).

*Analysis of the end products*, both material (tools, devices, equipment) and functional (speeches, reports, demonstration of behaviour). It allows assessing quality of the work performed through comparing the end product with normative requirements towards its production.

*The documents study method* is used to receive the reference data as regards the activities, tasks and required results, the most complicated operations; norms, mode and conditions of labor; functional duties; requirements as regards occupational safety, typical mistakes and their consequences, health condition etc. The sources used are orders, instructions, guidelines, operation manuals, manufacturer's specifications, labor safety rules, health records etc.

*The motion study* is the registration of time and sequence of performing actions, work and rest schedule, downtime etc., using video recording and photography. The results are recorded as graphs to clearly see the dynamics and intensity of the labor processes in different segments, correlation of the main and support functions.

*Time tracking* is used to determine the duration of separate stages of activity, actions and operations, their recurrence rate at certain time intervals, duration of pauses and periods of rest, intensity of labor, workload on the analyzers, prevailing activity type, duration and rate of application of various tools etc. It is used to analyze the activity with the view of its optimization and proper management.

*The biographical method* is meant to study the establishment of a professional (development of cognitivity, competencies, motivational focus, emotional and volitional aptitude, discovery of causes that challenge adaptation etc.). Its specific variations are the methods of personal history and causometry. *The method of personal history* allows collecting information on dynamics of development of a certain individual as a subject of labor, it is applied by way of interviewing an employee and his/her network, as well as reviewing various personal documents. *The method of causometry* consists in reviewing the individual's life events and psychological time, is applied as an interview and estimate of emotional attractiveness of the events, their remoteness in time, significance for the individual and for others, location of the individual «time center».

*The method of query and its variations* play an important role in collection of empirical data. Depending on the objectives and conditions of information collection, various forms of survey can be used: interview (talk) or questionnaire. *Interview (talk)* – direct communication that allows not only receiving answers to the questions asked, but also asking additional questions (if necessary) and observing the person you are talking to. *Questionnaire* – obtaining written answers to the questions, with the respondents either wording their answers themselves or choosing one of the suggested options.

*The expert appraisal method* is the result of interviewing a group of experts (skilled professionals) with the view to come to an unbiased conclusion as regards the aspects of professional activity under study. It is applied when analysing information on the specific features of a profession, success factors, advantages and drawbacks of arrangement and

performance of certain work flows, professionally important qualities, required competencies of a certain skill level, determinant components of specialist training, the most typical challenging situations, psychological causes of erroneous actions and strategies for overcoming them, forecasting probable trends and case scenarios etc. It is done by way of generalizing individual estimates or by making a summarizing participatory conclusion.

*Observation* is applied after the initial information has been collected, based on which the element in need of observation is singled out. It makes it possible to study the process and nature of professional activity. Depending on the observation research objective, we can speak of *continuous observation* (when it is necessary to form a full view of a certain work flow) and *sample observation* (when it is necessary to study a certain element or a stage of work flow). Besides, observation can be either *direct* (performed visually, without any additional equipment) or *indirect* (performed by means of various registering devices: stop watch, camera, video camera etc.).

*The method of analysis of erroneous actions (mistakes)* is aimed at determining the causes of deviation from the normal work flow. It allows their systematization and classification, determination of causes, singling out complicated, critical and strained situations of the work process that are most likely to cause problems (cognitive, perceptive, sensorimotor, emotional, volitional etc.) and discovering possible ways of their prevention through training or proper aptitude screening.

*The experimental method* is necessary to validate (or disprove) a hypothesis as regards the factors that affect the career flow in a positive or negative way. It includes: *natural experiment* (study in normal conditions during ordinary work activity) and *laboratory experiment* (modeling work situations in a specially equipped laboratory). Besides, experiments can be *summative* (establishing actual status and level of certain features at the time of research) and *formative* (studying certain features in the process of their active development).

*The methods of processing empirical data* are a group of methods that allow performing quantitative (mathematical and statistical) and qualitative (differentiating the results by types, groups, variants), analysis of information as regards the activity of a subject of labor, collected by means of empirical methods.

Statistical and graphical analysis methods are used to obtain quantitative information as regards regular patterns and dynamics of professional activity. *Statistical analysis* allows not just recording quantitative parameters, but also tracing their dynamics throughout the working hours by their simple mean parameters, mean square deviation, mean errors and rank correlations, using factor analysis etc. *Graphical analysis* creates an opportunity for visual demonstration of changes inherent to carrying out activity and the involved mental processes (e. g., by variations in actions performance time accompanied by emotional, speech or motor manifestations).

*The comparative analysis method* is used to determine the causes that complicate work or to discover conditions that make it most efficient etc. Thus, to study the causes that complicate adaptation, it is necessary to perform the comparative analysis of the information that has been collected 1) through the method of studying documents as regards work process management and requirements to work delivery; 2) through the method of interviewing about the causes of dissatisfaction with work or difficulties; 3) through the method of causometry to determine the employee's readiness to overcome critical circumstances; 4) through the method of observation over the nature and specific features of the course of activity and self-regulation of the functional state.

*Classification and typologization* of the collected empirical information also comprises the qualitative analysis procedure. Thus, to make a psychological characteristic of operation performance techniques, it is necessary to group the operations by their objective and ways of performance, on the basis of operation-by-operation analysis of their fulfillment and analysis of the respective documents as regards the labor process, into categories as follows: orienting and informative, preparatory, performing and control.

*The interpretative methods* incorporate genetic and structural methods (making psychological profiles, typologies, classifications) and are used to interpret or clarify the tasks, functions, actions and operations in the context of their psychological backing. There are types of interpretative analysis as follows: structural and systemic, functional and structural, as well as operational and structural. The *structural and systemic analysis* is done on the basis of the comparative qualitative analysis of regulatory documents as regards the labor process and

operation analysis of its implementation, singling out work functions, tasks, actions and rules. Psychological interpretation of the operational and technological structure of labor is provided, as a result of which a hypothetic model of a certain professional activity is made, represented by the operational and technological structure and its psychological characteristics. The *functional and structural analysis* is performed on the basis of the structural and systemic analysis that provides controlled observation of the processes of planning, implementation, control, self-regulation and correction of the activity (sensorimotor, perceptive, mnemonic, mental, communicative) depending on the profession specifics, and makes it possible to reveal individual ways of professional and socio-psychological adaptation, working efficiency. The *operational and structural analysis* allows determining, through a step-by-step study of technological operations, the professionally important qualities that ensure fulfillment of a certain operation.

The system of methods presented herein helps to navigate in complicated split-level structures of a profession, ensures impartiality, scientific validity of research, reliability and integrity of the obtained results, and is prerequisite for building a research strategy when solving scientific and practical problems. The use of an array of methods in research leads to development of research technologies (programmes, patterns, algorithms). In the above context, the objective of using the methods and the ultimate outcome of a professiography research is development of a professiogram (job profile diagram).

### **5.3. Contents, structure, typology of professiograms, arranging a professiography research**

A *professiogram* is a scientifically grounded systemic description of a profession that reveals its specifics, key features, optimal conditions of labor management and requirements towards the employees with the view to determine their occupational fitness. Systemic character of the description shows that a professiography study is characterized by a comprehensive approach for the fullest and most multifaceted detection of all significant features of a profession (its legal, economic, social, psychological, physiological, medical, technological, functional and other aspects).

An important component of a professionogram is a *psychogram* (psychic profile), which concerns psychological specifics of a professional activity, contains requirements set by the profession to personal features, abilities and psychophysical potential of an employee, ensuring success in learning the profession. The due level of these characteristics provides for learning the profession successfully and ensures the ability to efficiently perform the respective work. A psychogram covers the study of such psychic spheres as: psychosensory (assessment of the range and sensitivity level of the analyzers: auditory, visual, tactile, gustatory, olfactory); psychomotor (response rate, coordination and precision in movement etc.); psychodynamic (working ability, adaptability, functional states); cognitive (specific features of attention, perception, memory, thinking, imagination); emotional and volitional, and motivational; personal (personality traits, individual psychological specific features and qualities, orientation, system of values).

Briefly summarizing the above, we can say that a professionogram is a description of a certain profession's specific features that details the specifics of labor and requirements imposed by it on an employee. That is, the structure of a professionogram comprises two groups of parameters: the externally preset ones that are connected with the labor process (sometimes also called a «laborgram») and internal, driven by an employee's personality characteristics (a «psychogram»). This, in fact, determines the core of professionography studies.

The amount and contents of a professionogram depend on its **designated purpose**<sup>10</sup>. The main spheres of application of a professionogram information are as follows: career guidance and consultancy; professional recruitment (for further training); staff placement; optimization of managerial activity; establishing an objective basis for labor rate setting and labor compensation; rationalization of work and rest schedules; improving sanitary and hygienic conditions as well as work safety through detection of professional risks; arranging professional training and retraining; development of training packages; re-alignment of professions etc.

A professionogram made for *professional recruitment purposes* should include: 1) requirements that determine the essential professionally important qualities that are not compensable and are the qualifying

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<sup>10</sup> Bodrov V. A. Specified work; Osnovy professionografii: metod. rek. po kursam «Psikhofiziologiya professionalnoi deiatelnosti» i «Upravlenie personalom» / sost.: L. Iu. Kurakina. Velikii Novgorod: NovGU, 2006. 26 s.

standards for any employee; 2) preferable requirements that promote achieving professional excellence; 3) list of psychological counter-indications (determine unfitness for a profession). This means that the specific feature of such professionogram is determining the most sustainable and stable psychological characteristics that ensure due performance of a certain activity and differentiate candidates by their success rate and efficiency. At the same time relatively volatile professionally important qualities are determined as well.

A professionogram *with the view to arrange professional training and retraining* provides for focusing on the professionally important qualities that can be developed through exercise while learning the job. For this purpose it is especially important to carry out a comparative analysis of performance of a skilled specialist and dynamics of establishment of an inexperienced employee in order to determine and compare determinative psychological structures.

The specific character of a professionogram *with the view to rationalize the work and rest schedules* consists in determining the most labile mental functions, dynamics of which is an indicator of weak spots in work management.

The widest by its contents is the professionogram *for career guidance*, as it involves the availability of very diverse knowledge about the profession and includes two complementary and interdependent parts: main (meant for individuals in need of assistance in professional self-determination and employment) and supplemental (meant for skilled professional consultants).

By their designated purpose and tasks there are **professionogram types as follows**<sup>11</sup>: *informational* (to be used in practical career advising and career guidance); *guiding and diagnostic* (to discover the causes of failures, accidents, poor efficiency of work; are made based on comparison of the real performance of an employee/team with the required examples of work management); *constructive* (to improve the management systems on the basis of drafting new sample procedures, as well as preparing and managing work flow of the staff); *methodical* (to select the adequate methods for studying the management system, aimed at analysis and further arrangement of labor of the specialist him– or herself, which constitutes the professionography description of a certain work); *diagnostic*

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<sup>11</sup> Ivanova E. M. Osnovy psikhologicheskogo izucheniia... Specified work.

(with the view to choose methodologies for professional recruitment, staff placement and retraining: first the work is arranged according to the pattern of drawing an analytical professiogram to determine the professionally important qualities required for successful work, and the respective psychodiagnostic methodologies are selected).

Scientists studying professiography mark the **main approaches to the contents and structure of professiograms**<sup>12</sup>. Let us consider them in more detail.

*A complex professiogram* covers a wide range of features (social, psychological, technological, economic, medical and hygienic etc.) and elaborates on the subject, objective, means, conditions, results of labor, results evaluation criteria, qualification requirements towards the professionals etc.

*An analytical professiogram* provides summarized reference parameters of the profession and psychological structure of the activity, at the same time the following is mentioned: reference structure of the professional activity which has been preset from outside, internal psychological structure of the activity, the employee's psychological qualities.

*A psychologically oriented professiogram* consists of a description of: 1) external and internal labor image and labor behavior.

*A «modular» professiogram* provides for featuring modules according to professional tasks, the combination of which makes a «frame» of a profession and calls for certain qualities.

*A task- and personality-oriented professiogram* includes analysis of the career based on singling out professional tasks. It comprises a combination of a separate reference labor action, a certain task and the subject, conditions, actions, results and desirable psychological characteristics associated with it. The following is also mentioned: 1) priority, main professional tasks and 2) secondary, auxiliary ones.

Certainly, the above-mentioned approaches are quite an artificial breakdown (this depends on highlighting a certain perspective of the analysis). Therefore, differences in opinion of the scientists are not antagonistically contradictory, but rather demonstrate the aspiration to find the best way to describe professional activity and to determine as precisely as possible the requisite requirements to the employees and, respectively,

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<sup>12</sup> Markova A. K. Psikhologiya professionalizma. Moskva: Nauka, 1996. 312 s.



when being applied in practice, they can overlap and be mutually complementary.

Psychological analysis of professional activity (drawing its **professiogram** and **psychogram**) is performed according to a certain **program, structure**, that determines its objectives, amount, procedure for organizing and carrying out, and the form for setting forth the results. As regards the structure of the **professiogram** itself, there's a wide variety in forms of their presentation suggested by researches depending on the basic conceptual approaches, designated purpose, research objectives etc.<sup>13</sup> Summarizing the processed information as regards the structure of various **professiogram** patterns, two typical analysis blocks can be distinguished: 1) description of a professional activity and 2) labor subject's features review. Contents and amount of each of them are determined by the specifics of a certain **professiography** study. While practicability of being engaged in this labor-intensive process and the framework of its use is determined against the background of the investment and importance of the anticipated results. Thus, we have to acknowledge that a single binding pattern of a **professiogram** does not exist, as its structure and amount depend on many factors and specific features, and are in the first place determined by different designated purposes. Besides, it is necessary to consider the continuous character of the process of the scientific search for optimal variants, hence their refinement, update and improvement continues.

An important point of the study is the methodology of arranging and carrying out a **professiography** research or **its stages**<sup>14</sup>. Researchers single out five stages as follows: information, analytical, synthetic, experimental, resulting. At the *information stage* knowledge about the labor subject and object is collected and described. At the *analytical stage* information data is interpreted, differentiated, structured and systematized. At the *synthetic stage* the hypothesis of the study of a certain labor activity is offered and subject–object interconnections are singled out. *The experimental stage* provides for planning and experimenting based on the data obtained at the previous stages; choosing the appropriate psychodiagnostic research

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<sup>13</sup> Grigorieva M. V. Specified work; Ivanova E. M. *Psikhologicheskaja sistemnaia profессиografiia...* Specified work; Markova A. K. Specified work; Sotnikova S. I. *Upravlenie kareroi: ucheb. posobie*. Moskva: INFRA-M, 2001. 408 s.

<sup>14</sup> Ivanova E. M. *Psikhologicheskaja sistemnaia profессиografiia...* Specified work; Karpilovska S. Y. Specified work; *Osnovy profессиografii...* Specified work.

methods. At the *resulting stage* the experimental data is analyzed, compared with the research hypothesis, the obtained results are assessed, the forecast of the possible changes and transformations is built, conclusions are drawn and certain recommendations are offered; full characteristic is made out in writing.

### **CONCLUSIONS**

Thus, a professiography analysis as a methodology and technology of studying occupations is a complex method of their study and description that sets forth its core and contents, structural organization, main functions, means, conditions; determination of requirements to the specialists and to the level of development of their qualities; clarification of professional success factors, which is crucial to master professional activity and improve staffing quality.

That is why the theoretical analysis of the core and contents of professiography materials that has been performed is the basis of a scientifically grounded study and presentation of the results on certain professions, correct arrangement of the research methods and its accurate implementation, high performance and practical efficiency. In the context of a thematic review this allows carrying out the analysis and developing professiograms of the main types of the law enforcement activities.

Summing up, it is worth noting that developing professiograms of labor activity is quite a time-consuming and labor-intensive process that involves a huge amount of work (organizational, scientific and analytical, methodical, practical etc.). Thus, proficiency of the researchers, cooperation and joining efforts of various experts, due material and financial support, ownership on the part of responsible executives, state support and assistance on the part of the authorities and public organizations concerned (preferably involvement of international experts and scientific structures) is essential for getting a high quality result.

### **SUMMARY**

The article covers theoretical bases and internal structure of the process of professiography analysis. Its basic concepts are laid down, the key tasks, component parts, main principles of the research are identified. Detailed classification of activity types and professions is provided. The system of professiography methods (organizational, empirical, data processing, interpretative) is presented. Contents and structure of

professiograms is detailed, including determination of their main application spheres (designated purpose), their typology (informational, guiding and diagnostic, constructive, methodical, diagnostic) and the main approaches towards the contents and structure of profессиograms (complex, analytical, psychologically oriented, «modular», task– and personality-oriented) are presented. Organization, structure and stages of carrying out a profессиography study (information, analytical, synthetic, experimental, resulting) are described. It is being highlighted that a complex profессиography study of the law enforcement activities is prerequisite for solving the problems of efficient use of staff potential, optimization of recruiting the most fit candidates, staff training and retraining, labor rationalization, prevention of destructive phenomena.

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