

Job Analysis Tools

DEFINITIONS

Job analysis

A job analysis identifies the competencies/KSAs directly related to performance on the job. It is a systematic procedure for gathering, documenting, and analyzing information about the content, context, and requirements of the job. It demonstrates that there is a clear relationship between the tasks performed on the job and the competencies/KSAs required to perform the tasks.

For more details on job analysis, why job analysis is important, how to conduct job analysis, and legal requirements, visit: http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=12

Competency

A competency is a measurable pattern of knowledge, skills, abilities, behaviors and other characteristics that an individual needs in order to perform work roles or occupational functions successfully. Examples of competencies include: oral communication; flexibility; customer service; and leadership.

For more information, visit OPM's website on occupational competencies at: http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=232

CONDUCTING JOB ANALYSIS

OPM Job Analysis Methodology

- Develop a comprehensive list of the tasks and competencies that define the job
- SMEs rate the tasks and competencies according to importance and frequency scales (see occupational analysis scale)
- Based on the ratings, analyze which competencies are crucial to the position and which competencies, if any, should be used as selective and quality ranking factors
- Create a sample accomplishments worksheet to determine what rating various accomplishments will receive
- If needed, create sample multiple-choice/yes-no rating sheets to evaluate tasks and competencies

For a more detailed explanation of this process and step-by-step instructions see: http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Sample job analysis work sheets

Sample Job Analysis Tasks Work Sheet:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Sample Job Analysis Work Sheet for Competencies:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Occupational Analysis Scales:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Sample Job Analysis for Task and Competency Linkage:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Sample Accomplishments Work Sheet:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274

Sample Multiple-Choice/Yes-No Rating Schedule Work Sheet:

http://www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf#page=274