Knowledges, Skills, and Abilities (KSA)
Job Analysis

The development of the job analysis is the joint responsibility of the Personnel Office and one or more subject-matter experts (SMEs). This analysis is used to determine the major duties and responsibilities of the position and to identify the knowledges, skills, and abilities (KSAs) required to perform those duties. The analysis should be based on a review of all relevant documents, such as position descriptions, qualifications standards, classification standards, performance plans, and input from the supervisor or SME, as deemed appropriate. KSAs identified must be clearly supported by the position description and/or other appropriate written documentation. For each KSA defined, it must be determined if the KSA is essential to bring to the job, if it can be combined with another KSA, if it distinguishes outstanding from minimally satisfactory, and if it is ratable. For more information, please refer to PHS Instruction 335-6 and the NIH Merit Promotion Plan, NIH Manual 2300-335-1.

Major Duties	**PD/Other Reference** *(page/paragraph number)*	**KSAs**	**Essential to Bring to Job** *(S=Selective Factor)*	**KSA Combinations**	**Distinguishes Outstanding from Minimally Satisfactory**	**Ratable** *(Measurement Tool)*

ICD	Announcement No.	Position Title/Series/Grade	Personnel Specialist's Signature	Date	Subject Matter Expert's Signature	Date