



CHCO Academy 2013

Presents:

Job Analysis Fundamentals

**Wednesday, January 23, 2013
9 AM to 1 PM**

OPM HQ Pendleton Room (5th Floor)
1900 E Street, NW, Washington, DC

Instructors:

Tara Ricci, Personnel Research Psychologist, Classification and Assessment Policy, OPM

Linda Campbell, Delegated Examining Program Manager Merit System Audit and Compliance, OPM

Suggested Attendees:

Human Resources Specialists with responsibility for staffing in an operational HR office. Capacity is limited to the first 60 registrants; please include your name, agency, job title and contact information when registering via Eventbrite.

Description:

This Academy will provide an overview of what a job analysis is, what it is used for, legal and regulatory requirements, and how to conduct a job analysis. The second half of the training will focus on the job analysis process from a compliance perspective, including what OPM looks for in an audit.

To Reserve Your Place:

Please *RSVP by 5PM Friday, January 18* on Eventbrite at <http://CHCOAcademyJan2013.eventbrite.com>

The Academy session will start promptly at 9:00 am in the Pendleton Room of the Office of Personnel Management Headquarters at 1900 E Street, NW. Please arrive by 8:30 am to allow time for security screening and check-in.

Questions:

Please contact us at chcoc@opm.gov or 202-606-1722