

Job Analysis Job Aid

Do you have a Classified Position Description (PD) in HR Connect or FPPS?

Yes

No

Do you have a previously approved Job Analysis Assessment (JA/A) for the PD (Same Title, Series and Grade)?

Refer to the Classification Job Aid

Yes

No

Do you need to make edits?

Yes

No

**REPURPOSE EXISTING JA/A
(Changes Needed)**

**ASSOCIATE EXISTING JA/A
(No Changes)**

CREATE NEW JA/A

Submit selected JA/A with track changes to:
staffingclassification@fiscal.treasury.gov
(Manager)

No JA/A Request Needed
Proceed to *Hiring Process* Job Aid

Submit JA/A request with draft JA/A to:
staffingclassification@fiscal.treasury.gov
(Manager)

Review PD and
Proposed Changes to JA/A
(ARC)

Review PD, JA/A Request and
Submitted Draft
(ARC)

Conduct Strategic Conversation
(Shared)

Conduct Strategic Conversation
(Shared)

- Implement Changes
- Send Draft for Review
(ARC)

- Create JA/A
- Send for Review
(ARC)

Review Changes and
Make Edits as Needed
(Shared)

Review Changes and
Make Edits as Needed
(Shared)

Approve Draft
(Manager)

Approve Draft
(Manager)

Finalize Approved JA/A
(ARC)

Finalize Approved JA/A
(ARC)

Task Complete
Proceed to *Hiring Process* Job Aid

Task Complete
Proceed to *Hiring Process* Job Aid

Responsible Party

ARC

Manager

Shared

Questions?
Contact the
Staffing/Classification
Call Center
(304) 480-5111

Job Analysis Job Aid

REPURPOSE (Use a previously approved job analysis making minimal edits)		Responsible Party
1. Submit selected JA/A with track changes to: staffingclassification@fiscal.treasury.gov: The subject line of your email should be in the following format: "Repurpose JAA request, PD number and Agency Name."		Manager
2. Review PD and proposed changes to JA/A: ARC will review proposed changes to JA/A against PD.		ARC
3. Conduct Strategic Conversation: ARC will contact the manager to conduct a strategic conversation to obtain all information needed for the development of the JA/A. Areas discussed will include: <ul style="list-style-type: none"> Major competencies - Group duties into major skill sets that will be used to rate and assess applicants. All competencies must be directly related to the duties listed in the PD. Minimum qualification requirements - Specialized experience must be concrete, valid, and measurable. Questions to identify best qualified applicants - Must be above minimum qualification requirements. Questions should measure skill or competency level and distinguish best qualified from minimally qualified applicants. 		Shared
4. Implement changes and send draft for review: ARC will evaluate JA/A against the OPM Qualification Standards in order to determine the standard minimum qualification requirements (i.e., educational, medical, age, experience, etc.) for each occupational series. ARC will send the edited draft JA/A and any additional samples to the customer for review.		ARC
5. Review changes and make edits as needed: Manager will review the presented JA/A and make edits (if required). Collaboratively, ARC and manager will develop the final document.		Shared
6. Approve draft: Manager will review the JA/A and send approval to ARC.		Manager
7. Finalize approved JA/A: ARC will finalize and send JA/A for manager's record.		ARC
Task Complete - Proceed to Hiring Process Job Aid		
ASSOCIATE (Use a previously approved job analysis without edits)		
If you are associating a JA/A that has already been approved, a JA/A request is not required. When ready to recruit, simply note the JA/A Number in the comments section of your HR Connect or WTTTS Request.		Manager
CREATE NEW (Develop a new job analysis)		
1. Submit JA/A Request: Submit Job Analysis request via email to: staffingclassification@fiscal.treasury.gov . The subject line of your email should be in the following format: "New JA/A request, [Insert PD number] and [Insert Agency Name]." Be sure to attach the PD, supporting documents, and draft JA/A. <i>Sample JA/As can be provided upon request.</i>		Manager
2. Review PD, JA/A Request and submitted draft: ARC will review the request and validate the position description, as well as conduct a preliminary review of organizational listing, previous hiring activities, and any submitted documentation.		ARC
3. Conduct Strategic Conversation: ARC will contact the manager to conduct a strategic conversation to obtain all information needed for the development of the JA/A. Areas discussed will include: <ul style="list-style-type: none"> Major competencies - Group duties into major skill sets that will be used to rate and assess applicants. All competencies must be directly related to the duties listed in the PD. Minimum qualification requirements - Specialized experience must be concrete, valid, and measurable. Questions to identify best qualified applicants - Must be above minimum qualification requirements. Questions should measure skill or competency level and distinguish best qualified from minimally qualified applicants. 		Shared
4. Create JA/A and send for review: Based on information from the strategic conversation, ARC will work with manager to create the JA/A. During this process, ARC can assist by providing samples and feedback to aid the Manager in JA/A development. ARC will build the JA/A and send to the Manager for review.		ARC
5. Review changes and make edits as needed: Manager will review the presented JA/A and make edits (if required). Collaboratively, ARC and Manager will develop the final document.		Shared
6. Approve draft: Manager will review the JA/A and send approval to ARC.		Manager
7. Finalize approved JA/A: ARC will finalize and send JA/A for manager's record.		ARC
Task Complete- Proceed to Hiring Process Job Aid		
** Please note: You must be at the equivalent grade level or higher and have knowledge of the position to conduct the Job Analysis. **		

Specialized Experience Best Practices	
Do's	Don'ts
<ul style="list-style-type: none"> ✓ Make it measurable ✓ Use "Experience with...." ✓ Tie the Experience to the position description ✓ Assess minimum qualifications 	<ul style="list-style-type: none"> ✗ Use adjectives like: complex, expert, routine ✗ Use number of years, education level, or GPA (except as prescribed by OPM) ✗ Use "Knowledge of..." or "Ability to..." ✗ Be too general ✗ Be too specific ✗ Use abbreviations and/or acronyms ✗ Use Federal/Agency specific experience when posting to the general public

Question Types
<ul style="list-style-type: none"> • T/F - True or False • Y/N - Yes or No • MC - Multiple Choice • MAMC - Multiple Answer Multiple Choice • SA - Short Answer (250 characters - follow up questions) • NA - No Answer

Question Development Best Practices	
Do's	Don'ts
<ul style="list-style-type: none"> ✓ Ask 10-15 questions that represent required competencies ✓ Make sure the questions and weights are relative to their importance to the job ✓ Determine what you are really looking for in an applicant for the position ✓ Be specific – don't leave room for applicant interpretation 	<ul style="list-style-type: none"> ✗ Use meaningless adjectives (i.e. – expert, extensive, complex) ✗ Use KSA statements as questions ✗ Combine multiple tasks and procedures in one question ✗ Use technical jargon or acronyms unless it is appropriate to the audience ✗ Require certain number of years' experience – not a relevant determinant