

Special Job Task Analysis and Competency Review  
 For Expert, Working or Familiarity Level Competencies

CVS/PGT FAQ

**Job Analysis Worksheet for Tasks**

<b>Task</b>	<b>Source</b>	<b>Importance</b>	<b>Frequency</b>
#1 Serves as SME	D&R	5	4
#2 Reviews safety documentation	D&R	4+	3-
#3 Participates in standards development and interpretation	D&R	2	1
#4 Assesses contractor programs and implementation	D&R	4	4
#5 Represents Site/DOE at CVS meetings/committees	D&R	3	1
#6 Provides oversight of HEPA filter QA programs	D&R	4	3+
#7 Evaluate designs	D&R	4+	2
#8 Maintain proficiency	D&R	5	1

<b>Importance Scale</b>	<b>Frequency</b>
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

**Job Analysis Worksheet for Competencies**

<b>Competency</b>	<b>Source</b>	<b>Importance</b>	<b>Need at Entry</b>

<b>A. Cascading Ventilation</b>	FAQ	5W	2
<b>B. Capture Velocity</b>	FAQ	4W	3
<b>C. Entrainment of Aerosols and Particulate (ARF)</b>	FAQ	2F	3
<b>D. Principles of Filtration</b>	FAQ	F3	3
<b>E. HEPA filter and housings</b>	FAQ	E5	2
<b>F. HEPA Filter Qualification</b>	FAQ	4W	3
<b>G. HEPA Filter testing</b>	FAQ	5W	2
<b>H. HEPA filter independent quality assurance (Filter Test Facility)</b>	FAQ	5W	3
<b>I. Hoods and Gloveboxes</b>	FAQ	3W	2
<b>J. Fans and Blowers</b>	FAQ	3W	3
<b>K. Dampers and Valves</b>	FAQ	2W	3
<b>L. Control Systems</b>	FAQ	2F	3
<b>M. Indoor Air Quality</b>	FAQ	1F	4
<b>N. Heat Transfer</b>	FAQ	1W	5
<b>O. Psychrometric Charts and Relative Humidity control</b>	FAQ	2F	5
<b>P. Drawings</b>	FAQ	4W	1
<b>Q. Stack monitoring systems</b>	FAQ	2F	5

<b>R. High Performance Building</b>	FAQ	1F	5
<b>S. Air Handling Units</b>	FAQ	3W	5
<b>T. Heat Exchangers</b>	FAQ	2F	5
<b>U. Chillers</b>	FAQ	2F	5
<b>V. Dust Collection and Filtration (combine with "Y" below?)</b>	FAQ	2W	4
<b>W. Flammable Gas Generation and venting</b>	FAQ	3F	5
<b>X. Chemical and Radiological Holdup and treatment (gas)</b>	FAQ	3F	5
<b>Y. Dust collection and Filtration (solid) (Industrial Exhaust Gas Treatment)</b>	FAQ	2F	5
<b>Z. Documented Safety Analysis</b>	FAQ	5W	2
<b>AA. DOE O 420.1B, Facility Safety</b>	FAQ	5W	2
<b>BB. DOE STD-3009 and DOE-STD-1189</b>	FAQ	3F	2
<b>CC. USQ Process</b>	FAQ	2W	2
<b>DD. Fire Protection Considerations in Design</b>	FAQ	3W	3
<b>EE. Configuration Management, Maintenance, and Startup</b>	FAQ	3W	3
<b>FF. System Design Description</b>	FAQ	3W	3
<b>GG. Maintenance Management Practices</b>	FAQ	2W	3
<b>HH. Corrective Action Management &amp;</b>	FAQ	2F	3

<b>Causal Analysis</b>			
<b>II. Operational Readiness Review / Commissioning / Startup</b>	FAQ	2F	5
<b>JJ. Safety in design (Proj. Mgt.)</b>	FAQ	3F	3
Note: 27 & 28 were combined into 27 (AA)			

<b>Importance Scale</b>	<b>Need At Entry Scale</b>
How important is this competency for effective job performance?	When is this competency needed for effective job performance?
1 = Not Important	1 = Needed the first day
2 = Somewhat Important	2 = Must be acquired within the first 3 months
3 = Important	3 = Must be acquired within the first 4-6 months
4 = Very Important	4 = Must be acquired after the first 6 months
5 = Extremely Important	5 = Must be acquired prior to qualification

## Job Analysis Worksheet For Task And Competency Linkage

Task Number	Competency Number									
	1A	2B	3C	4D	5E	6F	7G	8H	9I	10J
1	5	5	5	5	5	4	5	4	5	5
2	5	4	4	3	3	2	5	1	3	2
3	4	4	2	3	5	5	5	4	5	4
4	3	2	2	2	3	2	5	3	2	2
5	Same	As	#4	Above	N/A	N/A	N/A	N/A	N/A	N/A
6	Same	As	#3	Above	N/A	N/A	N/A	N/A	N/A	N/A
7	4	4	4	4	5	3	5	1	5	4
8	-	-	-	-	-	-	-	-	-	-
Total	21	19	17	17	21	16	25	13	20	17

Task Number	Competency Number									
	11K	12L	13M	14N	15O	16P	17Q	18R	19S	20T
1	5	4	2	2	3	4	2	1	2	2
2	2	3	1	1	1	3	2	1	1	1
3	4	4	3	1	1	1	2	2	3	1
4	3	3	2	1	1	3	2	1	2	2
5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	4	4	5	3	3	5	4	4	4	2
8	-	-	-	-	-	-	-	-	-	-
Total	18	18	13	8	9	16	12	9	12	8

Task Number	Competency Number									
	21U	22V	23W	24X	25Y	26Z	27AA	28BB	29CC	30DD
1	2	3	3	4	4	2	3	3	2	1
2	1	1	4	4	3	5	5	5	5	5
3	1	3	4	3	3	2	2	2	2	2
4	2	2	2	2	2	4	4	4	4	4
5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	2	3	5	5	5	4	4	4	4	3
8	-	-	-	-	-	-	-	-	-	-
Total	8	12	18	18	17	17	18	18	17	15

Task Number	Competency Number									
	31EE	32FF	33GG	34HH	35II	36JJ	37KK			
1	3	2	2	3	1	1	1			
2	4	3	3	1	1	1	2			
3	4	2	2	2	2	2	1			
4	3	5	4	5	5	3	2			
5	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
6	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
7	4	2	5	2	1	4	3			
8	-	-	-	-	-	-	-			
Total	18	14	16	13	10	11	9			

## Linkage Scale

How important is this competency for effective task performance?

1 = Not Important

2 = Somewhat Important

3 = Important

4 = Very Important

5 = Extremely Important

N/A = Not Applicable

**NOTE: As a result of the JTA the following changes were made to the Standard.**

Combined similar Tasks:

5 was combined with 4

6 was combined with 3

Combined similar Competencies:

28 (BB) was combined with 27 (AA)

Changed the level of competencies:

<u>Comp</u>	<u>Level</u>
1A	Working to Expert
3C	Familiarity to Working
4D	Familiarity to Working
7G	Working to Expert
12L	Familiarity to Working
14N	Working to Familiarity
19S	Working to Familiarity
22V	Working to Familiarity
23W	Familiarity to Working
24X	Familiarity to Working
25Y	Familiarity to Working
29CC	Familiarity to Working

In general the following scale for total ratings was used to establish competency level:

Above 20 – Expert

14 to 20 – Working

Below 14 – Familiarity

The exception to this was the competency on knowledge of independent QA (filter test facility) requirements and process. While the total score would indicate Familiarity Level, a Working Level was retained as this competency is view as politically significant.

(1A) Cascading Ventilation, (5E) HEPA Filters and Housings, and (7G) Filter Testing were placed at an Expert Level of knowledge. These are the areas which typically require TSR level controls. Oversight of such controls requires a detailed knowledge og the topical areas.