

**JOB / TASK ANALYSIS for
Functional Area Qualification Standard
Deactivation & Decommissioning (D&D)
DOE-STD-1166-2003**

Step 1 Identify and evaluate tasks

- Develop a comprehensive list of tasks that define the job.
 - o A great starting point is the list of Duties and Responsibilities from the FAQs.
 - o Give careful thought to additional tasks that could be considered.
 - o Don't worry about deleting tasks at this point – that is a part of the process further down.
- List the tasks (and their sources, e.g., Duties and Responsibilities #1) in the chart below.
- Discuss each task as a group and come to a consensus pertaining to Importance and Frequency of the task (i.e., each team member can consent to the assigned value, even if they don't exactly agree with it).
- When all values have been assigned, consider as a group deleting tasks that receive low scores for Importance.

Job Analysis Worksheet for Tasks

Task	Source	Importance	Frequency
1. Maintain communications with Headquarters, field elements, regulatory agencies, the public and other stakeholders.	DOE G 430.1-3	5	4
2. Inform Department of Energy management of applicable deactivation and decommissioning project status, activities, and issues.	DOE G-430.1G DOE O 413.3 DOE O 440.1A	4	3
3. Plan, observe and evaluate deactivation and decommissioning activities and contractor performance to ensure the adequacy and effectiveness of contractor programs such as: <ul style="list-style-type: none"> · Technical performance · Plans, policies, and procedures · Management controls. · Worker training and qualification 	DOE O 231.1A DOE O 413.3 DOE O 440.1A	5	4

programs · Occurrence Reporting and Corrective actions · Worker and public health and safety programs · Environmental protection and regulatory compliance · Waste treatment, storage, and disposal programs and transportation programs			
4. Develop, review, and assess deactivation and decommissioning documentation.	DOE G-430.1G	5	4
5. Develop, manage, and assist in the negotiations for regulatory agreements and permits.	DOE G-430.1G	4	2
6. Resolve or facilitate the resolution of deactivation and decommissioning issues.	DOE G-430.1G	5	3
7. Develop, implement, and evaluate deactivation and decommissioning strategic, baseline, project, and program plans.	DOE G-430.1G DOE O 413.3	5	4
8. Promote the sharing of information and technology.	DOE G-430.1G	5	3
9. Conduct site-specific technology implementation evaluations.	DOE G-430.1G	4	3
10. Evaluate the adequacy and effectiveness of contractor deactivation and decommissioning programs to ensure program compliance with Department Orders, standards, guides; Federal regulations, statutes, codes; and applicable state and/or local regulations	DOE G-430.1G DOE O 413.3	5	4

Importance Scale	Frequency
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
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Step 2 Identify and evaluate competencies

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.

- Identify the competencies directly related to performance on the job.
- Discuss each competency as a group and come to a consensus pertaining to Importance and Need at Entry of the competency.
- When all values have been assigned, consider as a group deleting tasks that receive low scores for Importance.

Job Analysis Worksheet for Competencies

Competency	Source	Importance	Need at Entry
A. Demonstrate a familiarity level knowledge of the requirements for the use of personal protective equipment (PPE).	FAQS Development Team	5	2
B. Demonstrate a working level knowledge of the safety-related requirements for hazardous materials.	FAQS Development Team	4	2
C. Demonstrate a working level knowledge of surveys for hazardous and radioactive materials for D&D facilities.	FAQS Development Team	4	3
D. Demonstrate a working level knowledge of safety practices associated with construction, deactivation, and decommissioning of defense nuclear facilities.	FAQS Development Team	4	3
E. Demonstrate a familiarity level knowledge of basic operations and D&D fundamentals for utility and other infrastructure systems.	FAQS Development Team	4	3
F. Demonstrate a familiarity level knowledge of erosion, groundwater movement, and contaminant transport in soil as they relate to D&D activities.	FAQS Development Team	3	3
G. Demonstrate a working level knowledge of basic heating, ventilation, and air conditioning system (HVAC) operations, the potential of these systems to be hazard sources, and the relationship of these systems to contaminant transfer.	FAQS Development Team	4	3
H. Demonstrate a familiarity level knowledge of process instrumentation principles of operation, purpose and uses.	FAQS Development Team	4	3

I. Demonstrate a working level knowledge of the basic principles and concepts of building demolition and identify potential sources of physical hazards.	FAQS Development Team	4	4
J. Demonstrate an expert level knowledge of the basic principles and methods of decontamination.	FAQS Development Team	3	3
K. Demonstrate a working level knowledge of the purpose and requirements of DOE O 420.1A, Facility Safety, and DOE P 450.4, Safety Management Policy	FAQS Development Team	5	2
L. Demonstrate an expert level knowledge of the purpose and guidance given in DOE-STD-1120-98, Integration of Environment, Safety, and Health into Facility Disposition Activities.	FAQS Development Team	5	2
M. Demonstrate working level knowledge of the Occupational Safety and Health Act (OSHA) requirements in the following documents: <ul style="list-style-type: none"> · DOE Order 440.1A, Worker Protection Management for DOE Federal and Contractor Employees · 29 CFR 1910, Occupational Safety and Health Standards · 29 CFR 1926, Safety and Health Regulations for Construction 	FAQS Development Team	4	3
N. Demonstrate working-level knowledge of the process for Unreviewed Safety Questions per 10 CFR 830, Subpart B, Nuclear Safety Management, requirements.	FAQS Development Team	4	3
O. Demonstrate working-level knowledge of the technical safety requirements as described in 10 CFR 830, Subpart B, Nuclear Safety Management, requirements.	FAQS Development Team	4	3
P. Demonstrate a familiarity level knowledge of Department of Energy radiation protection requirements for radiation protection of workers, the public, and the environment including related requirements sufficient to assess the effectiveness of radioactive material containment, exposure control, and radiological work practices	FAQS Development Team	4	3
Q. Demonstrate familiarity level knowledge of DOE Order 231.1A, Environment, Safety, and Health Reporting, and DOE Manual 231.1-2, Occurrence Reporting and Processing of Operations Information.	FAQS Development Team	5	2
R. Demonstrate an expert level knowledge of the purpose and requirements of DOE O 430.1A, Life Cycle Asset Management.	FAQS Development Team	3	3

S. Demonstrate a familiarity level knowledge of environmental laws and regulations related to D&D.	FAQS Development Team	5	2
T. Demonstrate a familiarity level knowledge of the management and negotiation of regulatory agreements, permits, and compliance actions.	FAQS Development Team	5	2
U. Demonstrate an expert level knowledge of the RCRA corrective action process and the CERCLA remediation process as they apply to conducting D&D activities.	FAQS Development Team	5	2
V. Demonstrate a familiarity level knowledge of the development and applicability of the following National Environmental Policy Act (NEPA) documentation.	FAQS Development Team	5	2
W. Demonstrate a working level knowledge of the waste management requirements of the Resource Conservation and Recovery Act, the Hazardous and Solid Waste Amendments (HSWA) to RCRA, and CERCLA/SARA.	FAQS Development Team	5	2
X. Demonstrate familiarity level knowledge of the packaging and transportation of waste as described in: <ul style="list-style-type: none"> · DOE Order 460.1A, Packaging and Transportation Safety · DOE Order 460.2, Departmental Materials Transportation and Packaging Management · 49 CFR Parts 106-199, Hazardous Material Regulations of the Department of Transportation · 40 CFR Parts 262-263, Resource Conservation and Recovery Act. 	FAQS Development Team	4	3
Y. Demonstrate working level knowledge of issues and concerns surrounding the control of materials removed from a facility during D&D.	FAQS Development Team	4	3
Z. Demonstrate familiarity-level knowledge of the management of radioactive waste as described in: <ul style="list-style-type: none"> · DOE Order 435.1, Radioactive Waste Management · DOE M 435.1-1, Radioactive Waste Management. 	FAQS Development Team	4	3
AA. Demonstrate a working knowledge of the purpose and guidance given in the following implementation guides supporting DOE O 430.1A, Life Cycle Asset Management: <ul style="list-style-type: none"> · DOE G 430.1-5, Transition Implementation Guide · DOE G 430.1-2, Surveillance and Maintenance During Facility Disposition 	FAQS Development Team	4	4

<ul style="list-style-type: none"> · DOE G 430.1-3, Deactivation Implementation Guide · DOE G 430.1-4, Decommissioning Implementation Guide. 			
BB. Demonstrate a working level knowledge of financial and project management necessary to provide project oversight of D&D activities. (Ref. DOE Order 413.3, Project Management, and 430.1A, Life Cycle Asset Management.)	FAQS Development Team	5	2
CC. Demonstrate working level knowledge of project communications.	FAQS Development Team	5	2
DD. Demonstrate a working level knowledge of the typical limits, terms, conditions, and practices associated with D&D contracting.	FAQS Development Team	5	2
EE. Demonstrate familiarity level knowledge of configuration management principles required to meet the project's technical and operational requirements.	FAQS Development Team	5	2
FF. Demonstrate a familiarity level knowledge of the requirements for downgrading security requirements as a facility proceeds through the disposition process. <ul style="list-style-type: none"> · DOE Order 470.1, Safeguards and Security Program · DOE Policy 470.1, Integrated Safeguards and Security Management (ISSM) Policy · DOE Manual 474.1-1A, Manual for Control and Accountability of Nuclear Materials. 	FAQS Development Team	4	3
GG. Demonstrate working level knowledge of DOE Order 414.1A, Quality Assurance.	FAQS Development Team	5	2
HH. Demonstrate a working level knowledge of problem analysis principles and techniques necessary to identify problems, determine potential causes of the problems, and identify corrective actions(s).	FAQS Development Team	5	3

Importance Scale	Need At Entry Scale
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

Step 3 Evaluate linkages between tasks and competencies

This step demonstrates that there is a clear relationship between the tasks performed on the job and the competencies required to perform the tasks.

- Evaluate each competency for its importance in effective performance of each task.
- When finished, verify that each competency is important to the performance of at least one task.

Job Analysis Worksheet For Task And Competency Linkage

Task Number	Competency Letter																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	4	5	4	4	4	5	5	3	4	5	5	4	4	5	5	5	4
2	5	4	5	4	4	5	4	4	3	4	5	4	4	5	5	4	4
3	4	5	4	5	4	4	5	4	4	5	5	4	5	5	4	5	4
4	5	4	5	5	4	3	4	4	5	4	5	4	5	4	5	4	5
5	2	2	3	4	5	2	2	2	3	3	5	5	3	2	3	3	1
6	5	4	4	3	4	5	3	5	4	4	5	4	5	5	4	4	4
7	4	4	4	4	5	5	4	4	3	4	5	4	5	5	4	4	5
8	5	4	5	5	4	4	5	4	4	5	na						
9	5	4	4	5	4	5	5	4	4	4	4	3	4	5	5	4	4
10	5	4	4	5	4	4	4	5	5	4	5	4	4	5	4	5	5

Task Number	Competency Letter																
	R	S	T	U	V	W	X	Y	Z	AA	BB	CC	DD	EE	FF	GG	HH
1	5	4	4	5	4	5	5	3	4	4	5	5	4	5	4	5	4
2	5	4	4	5	5	4	4	5	5	4	4	3	4	4	4	5	4
3	5	5	4	5	4	4	5	4	3	5	5	4	5	4	5	4	5
4	4	4	4	5	5	4	4	3	4	5	4	5	5	4	3	4	4
5	1	5	5	5	5	5	4	5	5	3	4	4	1	1	1	1	5
6	4	5	5	4	4	4	5	4	3	5	4	4	5	5	5	4	4
7	5	5	4	5	5	4	5	3	4	4	5	5	5	4	4	3	4
8	na	4	na	4	3	4	4	4	4	4	4	5	2	2	2	4	4
9	na	4	4	2	2	2	2	na	5	4	5	4	4	5	3	4	4
10	4	4	4	5	5	5	4	5	4	5	5	4	5	4	4	4	4

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

na = Not Applicable