

**Special Job Task Analysis and Competency Review
for Expert Level Competencies**

Emergency Management FAQs

August 2010

STEP 1: Job Task Analysis for Tasks

Task (and Number)	Source	Importance	Frequency
Plan, observe and evaluate emergency management activities and Federal and contractor technical performance to ensure the adequacy, effectiveness, and compliance with Department of Energy (DOE) Order 151.1B and other DOE Orders and Federal regulations.	FAQS Duties and Responsibilities #3	5	3
Review, and/or approve emergency management documentation.	FAQS Duties and Responsibilities #4	3	2
Facilitate the notification and reporting of emergencies under Department of Energy (DOE) Order 151.1B Comprehensive Emergency Management System.	FAQS Duties and Responsibilities #6	4	1
Resolve, or facilitate the resolution of, emergency management issues.	FAQS Duties and Responsibilities #8	5	2
Support the development, implementation, and evaluation of emergency plans.	FAQS Duties and Responsibilities #11	3	1

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

Step2: Job Analysis Worksheet for Competencies

Competency	Source	Importance	Need at Entry
Emergency management personnel shall demonstrate an expert level knowledge of DOE Order 151.1B, Comprehensive Emergency Management System and the DOE 151.1 Guides.	FAQS Competency #12	5	3
Emergency management personnel shall demonstrate an expert level knowledge of the notification and event classification requirements in Department of Energy (DOE) Order 151.1B.	FAQS Competency #14	4	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	Q = Must be acquired before full qualification, within 18 months

Step 3: Job Analysis Worksheet for Task and Competency Linkage

Task Number	Competency Number					
	12	14				
3	5	3				
4	4	3				
6	3	4				
8	4	3				
11	3	3				

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

Step 4: Sponsor Recommendation of Appropriate Competency Level

Competency	Recommended Level	Justification
Emergency management personnel shall demonstrate an expert level knowledge of DOE Order 151.1B, Comprehensive Emergency Management System and the DOE 151.1 Guides.	Working	Based on the current definitions for Working and Expert Knowledge in this FAQ, Working Level knowledge of this competency provides sufficient level of knowledge/skills to perform duties and responsibilities #'s 3, 4, 6, 8, and 11 in FAQ 1177-2004.
Emergency management personnel shall demonstrate an expert level knowledge of the notification and event classification requirements in Department of Energy (DOE) Order 151.1B.	Working	Based on the current definitions for Working and Expert Knowledge in this FAQ, Working Level knowledge of this competency provides sufficient level knowledge/skills to perform duties and responsibilities #'s 3, 4, 6, 8, and 11 in FAQ 1177-2004.