JOB / TASK ANALYSIS for
Environmental Compliance Functional Area Qualification Standard
DOE-STD-1156-2011

Step 1 Identify and evaluate tasks

- Develop a comprehensive list of tasks that define the job.
  - A great starting point is the list of Duties and Responsibilities from the FAQS.
  - Give careful thought to additional tasks that could be considered.
  - 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
A. Maintain communication with Headquarters, field elements, regulatory agencies, the public and other stakeholders with regard to environmental regulatory and technical requirements and compliance status.	Duties and Responsibilities A	4	3
B. Inform Department of Energy management of applicable environmental compliance project status, activities, and issues.	Duties and Responsibilities B	3	2
C. Plan, observe and evaluate environmental compliance activities and contractor performance to ensure the adequacy and effectiveness of contractor programs.	Duties and Responsibilities C	4	4
D. Develop, review, and assess environmental compliance documentation.	Duties and Responsibilities D	4	4
E. Develop, manage, and assist in the negotiations for regulatory agreements and permits.	Duties and Responsibilities E	5	2
F. Resolve or facilitate the resolution of environmental compliance issues.	Duties and Responsibilities F	5	2
G. Develop, implement, and evaluate environmental compliance strategic, baseline, project, and program plans.	Duties and Responsibilities G	3	3
H. Promote the sharing of information and technology.	Duties and Responsibilities H	3	2

I. Conduct site-specific technology implementation evaluations.	Duties and Responsibilities I	2	2
J. Evaluate the adequacy and effectiveness of Federal and contractor environmental compliance programs to ensure program compliance with Department Orders, standards, guides; Federal regulations, statutes, codes; and applicable state and/or local regulations.	Duties and Responsibilities J	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

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
1. Familiarity level knowledge of chemistry and corrosion.	FAQS Development Team	3	5
2. Familiarity level knowledge of water and air treatment processes and technologies.	FAQS Development Team	3	5
3. Familiarity level knowledge of solving problems involving probability and simple statistics.	FAQS Development Team	2	5
4. Familiarity level knowledge of the basic principles and concepts of hydrology.	FAQS Development Team	3	5
5. Familiarity level knowledge of the basic principles and concepts of meteorology.	FAQS Development Team	2	5
6. Familiarity level knowledge of the basic terms and concepts of environmental biology.	FAQS Development Team	2	5
7. Familiarity level knowledge of engineering and construction drawings.	FAQS Development Team	3	5
8. Familiarity level knowledge of environmental monitoring techniques and equipment.	FAQS Development Team	4	4
9. Familiarity level knowledge of the safety-related requirements for hazardous substances.	FAQS Development Team	4	4
10. Familiarity level knowledge of regulatory requirements related to the collection and analysis of environmental monitoring and surveillance samples and analysis of data.	FAQS Development Team	4	5

11. Working level knowledge of the negotiation and management of regulatory agreements and permits.	FAQS Development Team	4	4
12. Familiarity level knowledge of how environmental laws and regulations are enforced.	FAQS Development Team	4	4
13. Familiarity level knowledge of the Clean Air Act (CAA) and implementing regulations.	FAQS Development Team	4	5
14. Familiarity level knowledge of the laws and regulations related to the environmental medium of water	FAQS Development Team	4	5
15. Familiarity level knowledge of the National Environmental Policy Act (NEPA) and its implementation requirements in the Department of Energy.	FAQS Development Team	4	5
16. Familiarity level knowledge of documents prepared from the NEPA review of a DOE federal action and their implications to DOE's operations.	FAQS Development Team	4	5
17. Familiarity level knowledge of laws, regulations, and Department of Energy Orders as related to radiation protection of the public and environment.	FAQS Development Team	4	4
18. Familiarity level knowledge of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Superfund Amendments and Reauthorization Act (SARA) regulations.	FAQS Development Team	4	5
19. Familiarity level knowledge of the supporting environmental laws and regulations.	FAQS Development Team	4	5
20. Familiarity level knowledge of the requirements for quality assurance, and managing and reporting of environmental compliance data.	FAQS Development Team	4	5
21. Familiarity level knowledge of hazardous waste as described in 40 CFR, Resource Conservation and Recovery Act and state authorized RCRA programs.	FAQS Development Team	4	5
22. Familiarity level knowledge of the requirements for management of radioactive waste.	FAQS Development Team	3	5
23. Working level knowledge of the requirements for and elements of Environmental Management Systems.	FAQS Development Team	5	3
24. Demonstrate the ability to appraise the contractor's program(s) and/or permits to assess compliance with requirements.	FAQS Development Team	5	4

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 linkage 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

Comp. Number	Task Letter									
	A	B	C	D	E	F	G	H	I	J
1	2	2	2	2	2	2	2	2	2	2
2	2	2	2	2	3	3	3	3	3	2
3	2	2	2	3	2	2	2	1	2	3
4	2	2	2	3	3	3	3	2	2	3
5	2	2	2	3	3	3	3	2	2	3
6	2	2	2	3	3	3	3	2	2	2
7	2	2	3	3	3	2	4	2	3	3
8	3	3	4	4	4	3	3	2	3	4
9	2	3	3	3	2	2	3	2	2	3
10	4	4	4	4	4	3	3	2	2	4
11	4	4	4	4	4	4	3	2	2	3
12	5	5	4	4	5	4	4	2	2	4
13	5	5	4	5	5	5	4	2	2	5
14	5	5	4	5	5	5	4	2	2	5
15	5	5	3	4	2	3	3	2	1	4
16	5	5	3	4	2	3	3	2	1	4
17	5	5	4	5	3	4	3	2	2	5
18	5	5	3	4	4	4	3	2	2	4
19	4	4	3	4	4	4	4	2	2	4
20	4	4	3	4	4	4	4	2	2	4
21	4	4	4	4	4	4	4	2	2	4
22	4	4	4	4	4	4	4	2	2	4
23	4	4	4	3	3	3	3	2	2	4
24	3	3	4	4	3	3	3	2	2	5

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