Facility Representative Job/Task Analysis

CONDUCTING THE JOB / TASK ANALYSIS

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.

Facility Representative Tasks	Source	Importance	Frequency
1. An FR shall be thoroughly familiar with their assigned facility, operating procedures, facility authorization bases, operating organizational structure, and key process control personnel.	DOE-STD-1063	5	5
2. The FR shall be aware of major work in progress and in planning.	DOE-STD-1063	5	3
3. The FR shall know which personnel are controlling the work, what procedures are to be used, and whether training and qualification requirements have been established and are being met. FRs shall verify that work activities are being performed safely and efficiently based on periodic observations and spot-check reviews of frequency commensurate with the hazard and difficulty of the work. This knowledge is primarily acquired by walking through the facility, observation of work in progress, review of facility records and documentation, and attendance at appropriate management meetings of the operating contractor.	DOE-STD-1063	5	4
4. The FR shall maintain frequent communication with field element supervision. The FR shall ensure that DOE Line Management is cognizant of current facility conditions.	DOE-STD-1063	5	3
5. The FR shall be available to respond to facility events and serve as the DOE presence for special operations. The FR shall be readily available to operating contractor personnel to facilitate the notification, if required, and reporting of occurrences and any safety or operational concerns.	DOE-STD-1063	5	4
6. The FR shall observe, evaluate, and report on the effectiveness of the operating contractor in multiple areas important to safe, efficient operations, such as operational performance, quality assurance, management controls, emergency response readiness activities, and assurance of worker health and safety. In facilities where nuclear safeguards and security are a concern, FRs may evaluate security issues as they relate to safe operations. Additionally, the FR should evaluate the overall effectiveness of the operating contractor in implementing corrective actions to deficiencies identified by facility reviews, including corrective actions that stem from identifying, reporting, and tracking nuclear safety noncompliance under the Price-Anderson Amendments Act of 1988.	DOE-STD-1063	5	3

Importance Scale		Frequency Scale		Competency Need Timeframe	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Job/Task Analysis

Facility Representative Tasks	Source	Importance	Frequency
7. The FR shall "Stop Work" in the following instances, or in accordance with the guidance provided by the Field Element Manager: a. Conditions exist that pose an imminent danger to the health and safety of workers or the public. b. Conditions exist that, if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, equipment or the facility. c. Conditions exist that, if allowed to continue, could result in the release, from the facility to the environment, of radiological or chemical effluents that exceed regulatory limits.	DOE-STD-1063	5	1
8. If safety or operational concerns are not resolved by the contractor to the satisfaction of the FR, the FR should elevate the concerns to DOE Line Management. If DOE Line Management is not responsive to FR safety or operational concerns, the FR should elevate the concerns using processes such as the Differing Professional Opinion Process or the Employee Concerns Process.	DOE-STD-1063	4	1
9. FRs should be able to communicate effectively with all levels of the contractor organization. They should be familiar with the contractor chain of command for facility operations. The FR should always strive to work constructively and effectively with contractor personnel to meet the shared goals of safe and efficient facility operations, in accordance with relevant DOE and contractual expectations. FRs should represent DOE to the contractor and ensure that the contractor carries out DOE operational safety policies in a manner consistent with DOE Program Office and Field Element expectations, relevant contract requirements, and the contractor's Integrated Safety Management System description.	DOE-STD-1063	5	4
10. The FR shall adhere to certain rules of conduct, or protocol, while performing assigned duties, including the facility's approved conduct of operations procedures. Formal protocols should be established to include the following: a. FRs should avoid interrupting operators in their work. The FR should wait for opportune times to question facility operators. If the FR is observing operations or activities, he or she should perform observations unobtrusively. Operators carry the true burden of safety, and a diversion from their duties could adversely affect plant operations. b. The FR should maintain frequent contact with facility management. When FRs observe something that raises a safety concern, they should discuss their concerns with the facility management. If the contractor response is deemed unsatisfactory, the FR should discuss the concern with DOE Line Management for appropriate action. c. FRs should use established chains of command for all requests for action, except when exercising "Stop Work" authority. d. FRs shall keep a record of their activities and observations in accordance with local procedures. FRs should periodically review their records to determine if a systemic or recurring problem exists with contractor activities at one or more facilities. This record is subject to review in audits or appraisals and may be used by the Field Element Manager as a source of information for the contractor evaluation process.	DOE-STD-1063	5	5

Importance Scale		Frequency Scale		Competency Need Timeframe	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Job/Task Analysis

Step 2 Identify and evaluate competencies; Rate importance and timeframe for when each is needed.

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 and assign the Importance and When Needed entries.
- When all values have been assigned, consider as a group deleting items that receive low scores for Importance.

Facility Representative Competency Importance and Need Timeframe			
Competency	**Source**	**Importance**	**When Needed**
A. Demonstrate a familiarity level knowledge of principles of steam system theory.	DOE-STD-1151	2	5
B. Demonstrate a working level knowledge of steam system operation including startup, normal and off-normal operation, and shutdown.	DOE-STD-1151	2	5
C. Demonstrate a familiarity level knowledge of basic pneumatic and hydraulic systems theory.	DOE-STD-1151	2	5
D. Demonstrate a working level knowledge of pneumatic and hydraulic systems operations.	DOE-STD-1151	2	5
E Demonstrate a familiarity level knowledge of heat exchanger construction and theory.	DOE-STD-1151	2	5
F. Demonstrate a working level knowledge of heat exchanger systems operations.	DOE-STD-1151	2	5
G. Demonstrate a familiarity level knowledge of pump components and characteristics.	DOE-STD-1151	2	5
H. Demonstrate a working level knowledge of valve construction, operation, and application.	DOE-STD-1151	2	5
I. Demonstrate a familiarity level knowledge of compressed air systems.	DOE-STD-1151	3	5
J. Demonstrate a working level knowledge of air compressor interlocks and safety.	DOE-STD-1151	3	5
K. Demonstrate a working level knowledge of heating, ventilation, and air conditioning system operations.	DOE-STD-1151	3	5
L. Demonstrate a familiarity level knowledge of basic electrical fundamentals in the areas of terminology and theory.	DOE-STD-1151	3	5
M. Demonstrate a familiarity level knowledge of basic electrical fundamentals in the area of direct current (DC).	DOE-STD-1151	3	5
N. Demonstrate a familiarity level knowledge of basic electrical fundamentals in the area of alternating current (AC).	DOE-STD-1151	3	5
O. Demonstrate a working level knowledge of basic electrical fundamentals in the area of electrical distribution systems.	DOE-STD-1151	3	5
P. Demonstrate a working level knowledge of electrical system and components in the area of safety.	DOE-STD-1151	5	2
Q. Demonstrate a familiarity level knowledge of process instrumentation.	DOE-STD-1151	3	5
R. Demonstrate a familiarity level knowledge of control system principles of operation and uses.	DOE-STD-1151	4	5

Importance Scale		**Frequency Scale**		**Competency Need Timeframe**	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Competency Importance and Need Timeframe			
Competency	**Source**	**Importance**	**When Needed**
S. Demonstrate a familiarity level knowledge of chemistry fundamentals in the areas of theory and the periodic table.	DOE-STD-1151	1	5
T. Demonstrate a familiarity level knowledge of chemistry fundamentals in the areas of chemical bonding and chemical reactions.	DOE-STD-1151	2	5
U. Demonstrate a familiarity level knowledge of chemistry fundamentals in the areas of corrosion and water treatment.	DOE-STD-1151	3	5
V. Demonstrate a working level knowledge of chemistry fundamentals in the area of safety.	DOE-STD-1151	4	3
W. Demonstrate a familiarity level knowledge of basic thermodynamics concepts and theories.	DOE-STD-1151	2	5
X. Demonstrate a familiarity level knowledge of basic heat transfer and fluid flow concepts and theories.	DOE-STD-1151	2	5
Y. Demonstrate a familiarity level knowledge of basic material science in the areas of concepts, theories, and principles.	DOE-STD-1151	2	5
Z. Demonstrate a working level knowledge of engineering prints and drawings.	DOE-STD-1151	4	5
AA. Demonstrate a working level knowledge of electrical prints, diagrams and schematics.	DOE-STD-1151	4	5
AB. Demonstrate a familiarity level knowledge of engineering fabrication, construction, and architectural drawings.	DOE-STD-1151	3	5
AC. Demonstrate a working level knowledge of lasers in the area of safety.	DOE-STD-1151	4	2
AD. Demonstrate a working level knowledge of the purpose, scope, and application of applicable Federal Regulations to include: • 10 CFR 820, “Procedural Rules for DOE Nuclear Activities” • 10 CFR 830, “Nuclear Safety Management” • 10 CFR 835, “Occupational Radiation Protection” • 10 CFR 851, “Worker Safety and Health Program”	DOE-STD-1151	3	5
AE. Demonstrate a working level knowledge of the purpose, scope, and application of applicable DOE Orders to include: • DOE O 151.1C, *Comprehensive Emergency Management System* • DOE O 231.1A Chg 1, *Environment, Safety and Health Reporting* • DOE O 420.1B Chg 1, *Facility Safety* • DOE O 420.2B, *Safety of Accelerator Facilities* • DOE O 425.1D, *Verification of Readiness to Start Up or Restart Nuclear Facilities* • DOE O 435.1 Chg 1, *Radioactive Waste Management* • DOE O 440.1B, *Worker Protection Program for DOE (Including the NNSA) Federal Employees* • DOE O 442.1A, *Department of Energy Employee Concerns Program* • DOE O 451.1B Chg 2, *National Environmental Policy Act Compliance Program* • DOE O 460.1C, *Packaging and Transportation Safety*	DOE-STD-1151	3	5

Importance Scale		**Frequency Scale**		**Competency Need Timeframe**	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Competency Importance and Need Timeframe			
Competency	**Source**	**Importance**	**When Needed**
AF. Demonstrate a working level knowledge of DOE-STD-1063-2006, *Facility Representatives*.	DOE-STD-1151	5	5
AG. Demonstrate a working level knowledge of event investigation principles and techniques necessary to: identify problems, determine causes, determine conclusions, and develop judgments of need (corrective actions).	DOE-STD-1151	4	3
AH. Demonstrate a working knowledge of the DOE oversight process as defined by DOE O 226.1A, *Implementation of DOE Oversight Policy*, such as the essential elements of an oversight program, the contractor assurance system, and DOE line management oversight responsibilities and functions.	DOE-STD-1151	5	5
AI. Demonstrate a working level knowledge of conduct of maintenance principles and Department of Energy requirements to ensure maintenance is performed in a safe and efficient manner.	DOE-STD-1151	3	4
AJ. Demonstrate a working level knowledge of the Occurrence Reporting and Processing System (ORPS) necessary to ensure that occurrences are properly reported and processed in accordance with DOE M 231.1-2, *Occurrence Reporting and Processing of Operations Information*.	DOE-STD-1151	5	5
AK. Demonstrate a working level knowledge of the Department's philosophy and approach to implementing integrated safety management (ISM).	DOE-STD-1151	5	2
AL. Demonstrate a familiarity level knowledge of the Department's philosophy and approach to implementing quality assurance programs.	DOE-STD-1151	3	2
AM. Demonstrate a working level knowledge in the area of industrial safety programs.	DOE-STD-1151	4	3
AN. Demonstrate a working level knowledge of the authorization basis, including the documented safety analysis, technical safety requirements, and safety evaluation reports.	DOE-STD-1151	5	5
AO. Demonstrate a working level knowledge of training and qualification requirements for facility personnel.	DOE-STD-1151	4	5
AP. Demonstrate a working level knowledge of conduct of operations principles and Department of Energy requirements to ensure facility operations are performed in a safe and efficient manner.	DOE-STD-1151	5	5

Importance Scale		**Frequency Scale**		**Competency Need Timeframe**	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Job/Task Analysis

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. Enter code from "Importance Scale."
- When finished, verify that each competency is important to the performance of at least one task.

Facility Representative Task-to-Competency Linkage Worksheet											
Competency		**Task Number Importance Rating**									
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
		Ops/Facility Familiarity	Awareness of work	Observe jobs	DOE Comms	Availability	Obs, rprt cont perf	Stop Work	Elevate concerns	Cont. Comms	Follow protocols
Steam	**A**	3	0	2	0	0	0	0	0	0	0
	B	3	3	3	0	0	3	0	0	0	0
Air/Hydro theory	**C**	3	0	2	0	0	0	0	0	0	0
Air/Hydo ops	**D**	3	3	3	0	0	3	0	0	0	0
HX Theory	**E**	3	0	2	0	0	0	0	0	0	0
HX Ops	**F**	3	3	3	0	0	3	0	0	0	0
Pumps	**G**	3	2	3	0	0	3	0	0	0	0
Valves	**H**	3	2	3	0	0	3	0	0	0	0
Comp Air Sys	**I**	3	0	3	0	0	3	0	0	0	0
Comp safety	**J**	3	0	3	0	0	3	0	0	0	0
HVAC ops	**K**	3	3	3	0	0	3	0	0	0	0
Elec theory	**L**	3	2	3	0	0	3	0	0	0	0
Elec DC	**M**	3	2	3	0	0	3	0	0	0	0
Elec AC	**N**	3	2	3	0	0	3	0	0	0	0
Elec Distro	**O**	3	3	3	0	0	3	0	0	0	0
Elec Safety	**P**	3	3	4	4	0	4	0	0	0	0
Inst.	**Q**	3	2	3	0	0	3	0	0	0	0
Control sys	**R**	3	2	3	0	0	3	0	0	0	0
Chem theory	**S**	3	3	0	0	0	0	0	0	0	0
Chem Reax	**T**	3	0	0	0	0	0	0	0	0	0
Chem corros.	**U**	3	2	3	0	0	3	0	0	0	0

Importance Scale		**Frequency Scale**		**Competency Need Timeframe**	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	

Facility Representative Task-to-Competency Linkage Worksheet											
Competency		Task Number Importance Rating									
		1	2	3	4	5	6	7	8	9	10
		Ops/Facility Familiarity	Awareness of work	Observe jobs	DOE Comms	Availability	Obs, rprt cont perf	Stop Work	Elevate concerns	Cont. Comms	Follow protocols
Chem Safety	**V**	3	3	4	0	0	4	0	0	0	4
Thermo	**W**	3	3	2	0	0	2	0	0	0	0
HTFF theory	**X**	3	3	2	0	0	2	0	0	0	0
Matls	**Y**	3	3	2	0	0	2	0	0	0	0
Eng prints	**Z**	3	3	2	0	0	2	0	0	0	0
Elec prints	**AA**	3	3	2	0	0	2	0	0	0	0
Arch prints	**AB**	3	3	2	0	0	2	0	0	0	0
Laser Safety	**AC**	3	3	4	4	0	4	2	4	4	4
Statutes	**AD**	3	3	3	3	2	3	0	3	3	3
Directives	**AE**	3	3	3	3	2	3	2	3	3	3
FR Std	**AF**	2	2	2	3	0	0	0	2	2	4
Event invest.	**AG**	3	3	3	2	0	3	0	3	3	3
DOE Ovsgt	**AH**	3	2	3	3	0	3	0	3	3	3
Maintenance	**AI**	3	3	3	3	2	3	2	3	3	3
ORPS	**AJ**	3	3	3	3	4	3	0	3	3	4
ISM	**AK**	3	3	3	3	0	3	2	3	3	3
QA	**AL**	3	3	3	2	2	3	2	3	3	3
Indust. Saf.	**AM**	3	3	3	3	0	3	2	3	3	3
AB, DSA	**AN**	3	3	3	3	0	3	2	3	3	3
Trn rqmts	**AO**	3	3	3	2	0	3	2	3	3	3
ConOps	**AP**	4	4	4	3	0	4	2	3	3	3

Importance Scale		Frequency Scale		Competency Need Timeframe	
0 Not Performed or N/A	3 Important	0 Not Performed	3 Every few days to weekly	1 On first day	4 After 1st 6 months
1 Not Important	4 Very Important	1 Every few months to yearly	4 Every few hours to daily	2 Within first 3 months	5 Prior to Qualification
2 Somewhat Important	5 Extremely Important	2 Every few weeks to monthly	5 Hourly to many times each hour	3 Within first 4-6 months	