

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

Industrial Hygiene FAQs

STEP 1: Job Task Analysis for Tasks

Task (and Number)	Source	Importance	Frequency
(1) Plan, observe, and evaluate contractor performance involving industrial hygiene activities to ensure the adequacy and effectiveness of contractor programs such as: <ul style="list-style-type: none"> • Technical performance (e.g., adequacy of technical practices) • Plans, policies, and procedures • Management controls • Worker training and qualification programs • Occurrence reporting and corrective actions • Occupational health programs 	FAQS Duties and Responsibilities Paragraph C	4	5
(2) Develop, review, and assess industrial hygiene documentation.	FAQS Duties and Responsibilities Paragraph D	4	5
(3) Resolve or facilitate the resolution of industrial hygiene issues.	FAQS Duties and Responsibilities Paragraph E	4	2
(4) Develop, implement, and evaluate industrial hygiene strategic, project, and program plans.	FAQS Duties and Responsibilities Paragraph F	5	2
(5) Conduct industrial hygiene evaluations of site-specific technology and practices.	FAQS Duties and Responsibilities Paragraph H	4	2
(6) Evaluate the adequacy and effectiveness of Federal and contractor industrial hygiene programs implementation of Department Orders, Federal regulations, statutes, and codes, applicable state and local regulations, and consensus standards.	FAQS Duties and Responsibilities Paragraph I	4	5
(7) Within the constraints of their authority, interpret requirements, standards, and guides, and their application.	FAQS Duties and Responsibilities Paragraph J	5	2
(8) Develop, revise, and update industrial hygiene guidance and requirements.	FAQS Duties and Responsibilities Paragraph L	5	5 (HQ)

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
Industrial hygiene personnel shall demonstrate an expert level knowledge of health stressors that may be found in the workplace and the community.	FAQS Comp #1	5	1
Industrial hygiene personnel shall demonstrate an expert level of knowledge to anticipate and minimize exposure to health stressors during the planning and design phases of a work activity or from an operational description.	FAQS Comp #2	5	1
Industrial hygiene personnel shall demonstrate an expert level knowledge of occupational illnesses and their signs and symptoms and what their presence may indicate about past and current workplace exposure.	FAQS Comp #4	5	1
Industrial hygiene personnel shall demonstrate an expert level knowledge of the analysis and interpretation of sample results.	FAQS Comp #9	5	1
Industrial hygiene personnel shall demonstrate an expert level knowledge of personal protective equipment (PPE) programs for controlling exposure, including their use and limitations.	FAQS Comp #11	5	1
Industrial hygiene personnel shall demonstrate an expert level knowledge of industrial hygiene programs.	FAQS Comp #15	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	Q = Must be acquired before full qualification, within 18 months

Step 3: Job Analysis Worksheet for Task and Competency Linkage

Task Number	Competency Number					
	1	2	4	9	11	15
1	5	5	5	3	5	5
2	3	3	3	5	5	5
3	4	4	4	4	4	5
4	4	4	4	3	4	5
5	4	4	5	5	4	5
6	3	3	3	3	3	5
7	5	5	5	5	5	5
8	5	5	5	5	5	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

Step 4: Sponsor Recommendation of Appropriate Competency Level

Competency	Recommended Level	Justification
#1 Industrial hygiene personnel shall demonstrate an expert level knowledge of health stressors that may be found in the workplace and the community.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.
#2 Industrial hygiene personnel shall demonstrate an expert level of knowledge to anticipate and minimize exposure to health stressors during the planning and design phases of a work activity or from an operational description.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.
#4 Industrial hygiene personnel shall demonstrate an expert level knowledge of occupational illnesses and their signs and symptoms and what their presence may indicate about past and current workplace exposure.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.
#9 Industrial hygiene personnel shall demonstrate an expert level knowledge of the analysis and interpretation of sample results.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.
#11 Industrial hygiene personnel shall demonstrate an expert level knowledge of personal protective equipment (PPE) programs for controlling exposure, including their use and limitations.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.
#15 Industrial hygiene personnel shall demonstrate an expert level knowledge of industrial hygiene programs.	Expert	This competency meets the definition for expert level. It was also identified as a core competency in IH to the DNFSB.