

## Job Task Analysis Worksheet For Duties and Responsibilities

<b>Duties and Responsibilities</b>	<b>Source</b>	<b>Importance</b>	<b>Frequency</b>
<b>#1</b> - Integrate safety into management and work practices to accomplish mission objectives, while ensuring worker and public health and safety, and the protection of the environment. This includes assuring that safety is fully integrated into design and construction early in a project.	STSM FAQ	4	3
<b>#2</b> - Comply with Departmental directives, Federal and State regulations, and binding agreements through implementation of policies, directives and procedures.	STSM FAQ	4	3
<b>#3</b> – Allocate and manage resources, perform technical reviews, and provide technical direction and feedback to contractor and federal employees in order to meet the Department’s mission safely.	STSM FAQ	5	4
<b>#4</b> - Recruit, select, and qualify employees to establish and maintain technical competence.	STSM FAQ	4	1
<b>#5</b> - Effectively communicates technical safety expectations and issues.	STSM FAQ	4	4
<b>#6</b> – Provide leadership in establishing and sustaining effective safety culture.	STSM FAQ	5	4

Ratings were arrived at by analyzing all rating inputs

<b>Importance Scale</b>	<b>Frequency</b>
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

## Job Task Analysis Worksheet For Competencies

<b>Competency</b>	<b>Source</b>	<b>Importance</b>	<b>Need at Entry</b>
<b>A.</b> An STSM must demonstrate the ability to effectively communicate technical safety expectations and issues.	STSM FAQ	4	3
<b>B.</b> An STSM must have a working level of knowledge of the policies and procedures used to recruit, select, and qualify employees to establish and maintain technical competency.	STSM FAQ	3	3
<b>C.</b> An STSM must have a working level of knowledge of the mechanisms used to develop, approve, implement, and improve Integrated Safety Management (ISM) systems including Nuclear Safety Culture <i>elements such as</i> the DOE Principles of Human Performance Improvement described in the Human Performance Fundamentals Course (National Academy for Nuclear Training), HRO and Human Factor Engineering, DPO and Employee Concerns Program.	STSM FAQ	4	3
<b>D.</b> An STSM must have a working level of knowledge of safety basis requirements, as described in 10 Code of Federal Regulations (CFR) 830, Subpart B, and the related DOE orders, standards, and guides.	STSM FAQ	5	5
<b>E.</b> An STSM must have a working level of knowledge of the application of environmental standards, laws, and regulations, and waste management principles and practices.	STSM FAQ	3	3
<b>F.</b> An STSM must have a working level of knowledge of the application of worker protection standards.	STSM FAQ	4	4
<b>G.</b> An STSM must have a working level of knowledge of the Department's Emergency Management including resources, emergency plans, external agency involvements, interagency relationships, and the command and control functions during an emergency.	STSM FAQ	3	3
<b>H.</b> An STSM must have a working level of knowledge of conduct of operations, and conduct of engineering including formal configuration management and maintenance management as it relates to safety.	STSM FAQ	4	3
<b>I.</b> An STSM must have a working level of knowledge of safeguards and security as it	STSM FAQ	3	3

relates to safety practices.			
<b>J.</b> An STSM must have a working level of knowledge of technical contract management and performance assessment and of DOE directives structure and their relationship to applicable laws, rules, Federal/state regulations and industry standards.	STSM FAQ	4	5
<b>K.</b> An STSM must have a working level of knowledge of the Price-Anderson Amendments Act of 1988 (PAAA) and its impact on DOE nuclear safety activities.	STSM FAQ	4	4
<b>L.</b> An STSM must have a working level of knowledge of the Defense Nuclear Facilities Safety Board's (DNFSB) purpose and their interaction with the DOE.	STSM FAQ	3	3
<b>M.</b> An STSM must have a working level of knowledge of Contractor Assurance System and risk management including problem identification, resolution and decision making techniques.	STSM FAQ	4	3
<b>N.</b> An STSM must demonstrate the ability to effectively manage programs and projects utilizing the processes and procedures necessary to ensure the safety of departmental activities, including some knowledge of the mission and key programs.	STSM FAQ	3	4
<b>O.</b> An STSM must have a working level of knowledge of quality assurance policies, programs, and processes.	STSM FAQ	4	3
<b>P.</b> An STSM must have a working level of knowledge of radiation protection program requirements in 10 CFR 835; and a familiarity level of knowledge with related DOE Orders, Standards, and Guides.	STSM FAQ	4	5

Ratings were arrived at by analyzing all rating inputs

<b>Importance Scale</b>	<b>Need At Entry Scale</b>
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
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**Job Task Analysis Worksheet For Responsibility And Competency Linkage**

Competency Responsibility	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	<b>1</b>	5	3	3	4	4	4	2	4	3	3	2	2	4	3	3
<b>2</b>	3	2	3	4	5	4	3	4	3	3	3	2	1	2	3	4
<b>3</b>	3	3	3	4	3	4	2	4	2	3	2	1	2	2	4	4
<b>4</b>	3	2	2	3	3	3	2	3	2	2	2	2	3	2	2	3
<b>5</b>	5	2	4	4	4	3	2	4	2	3	2	2	3	2	3	3
<b>6</b>	5	2	4	4	3	4	3	4	3	2	2	3	3	1	3	3

Ratings were arrived at by analyzing all rating inputs

**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