

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

Technical Training FAQs

August 2010

STEP 1: Job Task Analysis for Tasks

Task (and Number)	Source	Importance	Frequency
(1) Collaborate with the DOE-wide training community to analyze, design, develop, implement, evaluate, and share required courses and programs that have application beyond the local organization.	FAQS Duties and Responsibilities Paragraph 6	3	1
(2) Design and develop training curriculum and/or courses using methods suitable for the target audience, including technology-supported learning when appropriate and cost effective.	FAQS Duties and Responsibilities Paragraph 7	4	2
(3) Conduct training sessions and formal presentations.	FAQS Duties and Responsibilities Paragraph 8	2	2

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
<p>Technical training personnel shall demonstrate an expert level of knowledge and ability to implement the systematic approach to training model. This includes the ability to:</p> <ul style="list-style-type: none"> · Conduct a job or task analysis or needs assessment, analyze the data, and provide recommendations based on results; · Design a training course or program to satisfy training requirements; · Develop a training course and supporting materials; · Implement a training course or program; and · Evaluate a training course or program as part of the systematic approach to training process or to assess return on investment. 	FAQS Comp #1	5	Needed to qual, up to 18 mo

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					
1	4					
2	4					
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
<p># 1 Technical training personnel shall demonstrate an expert level of knowledge and ability to implement the systematic approach to training model. This includes the ability to:</p> <ul style="list-style-type: none">· Conduct a job or task analysis or needs assessment, analyze the data, and provide recommendations based on results;· Design a training course or program to satisfy training requirements;· Develop a training course and supporting materials;· Implement a training course or program; <p>and</p> <ul style="list-style-type: none">· Evaluate a training course or program as part of the systematic approach to training process or to assess return on investment.	Working	Expert level is defined as “a comprehensive, intensive knowledge of the subject or process sufficient to provide advice in the absence of procedural guidance.” There is no absence of procedural guidance concerning the systematic approach to training model.