



JOB ANALYSIS AND JOB DESCRIPTIONS

Job analysis used to develop job descriptions relies on tools that elicit essential tasks necessary for successful job performance. During a job analysis KSAs, competencies, employment standards, working conditions, physical abilities and mental abilities are defined. Linkage between the job information/minimum qualifications and essential tasks is also established through job analysis.

Job Analysis should follow the recommendations of the *Uniform Guidelines on Employee Selection Procedures*. The following are related excerpts.

A description of the method used to analyze the job should be provided. The work behavior and the associated tasks...should be completely described. Measures of criticality and/or importance of the work behavior and the method of determining these measures should be provided. Where the **job analysis** also identified the knowledges, skills and abilities used in work behavior, an operational definition...for each skill and ability in terms of observable behaviors... and the relationship between each knowledge, skill, or ability and each work behavior as well as the method used to determine this relationship should be provided. The work situation should be described, including the setting in which the work behavior is performed, and where appropriate, the manner in which knowledge, skills, and abilities are used and the complexity and difficulty of the knowledge, skill, or ability as used in the work behavior.

The **job analysis** should focus on observable work behaviors and, to the extent appropriate, observable work products, and the tasks associated with the important observable work behaviors and/or work products. The **job analysis** should identify how the critical or important work behaviors are used in the job, and should support the content of the selection procedure.

In contrast to most job descriptions, which typically list the tasks/functions and KSAs for a particular job, competency based job descriptions list the abilities needed to conduct those tasks or functions and expand on the KSAs. A competency is an integration of knowledge, skills, abilities, behaviors, attitudes, and personal characteristics that allow an individual to perform successfully on the job.

Using KSAs alone may not provide enough descriptive information to enable an effective measure of an employee's performance. Competencies on the other hand are described in terms which can be observed, measured and rated against criteria that can be standardized by an agency to determine if the employee is completing the job requirements effectively. Just as KSAs must link to tasks performed, competencies which include associated behaviors, must also link directly to the work performed. Competencies can help organizations work toward a consistent employee development goal.

The CODESP online Job Description Builder contains a competency glossary and competencies can easily be added to the descriptions generated. A KSA data base by job family is also included in the builder.

**CODESP JOB ANALYSIS TOOLS INCLUDING THE ONLINE JOB DESCRIPTION BUILDER
WILL BE AVAILABLE TO MEMBERS SOON!!**

CODESP TRAINING

JOB ANALYSIS – JOB DESCRIPTION TOOLS

Join CODESP members and guests for job analysis training which will include an overview of our upcoming online [CODESP Job Description Builder](#).

The new [CODESP Job Analysis Questionnaire](#) provides districts with a flexible and easy-to-use format to collect job information. This information can be used for a variety of HR tools, including updating and/or creating new job descriptions. Participants will receive: Job Analysis Training, [CODESP Job Analysis Questionnaire](#) Instruction and a [CODESP Job Description Builder](#) Demonstration.

Date and Time: 8/01/07: 10:00 a.m. – 12:00 N

Location: [San Joaquin COE](#) - [Stockton](#)

Date and Time: 8/02/07: 10:00 a.m. – 12:00 N

Location: [San Luis Obispo COE](#) - [San Luis Obispo](#)

Date and Time: 8/03/07: 10:00 a.m. – 12:00 N

Location: [Contra Costa COE](#) - [Pleasant Hill](#)

Date and Time: 8/09/07: 10:00 a.m. – 12:00 N

Location: [El Dorado COE](#) - [Placerville](#)

Date and Time: 9/18/07: 10:00 a.m. – 12:00 N

Location: [Victor Valley UHSD](#) - [Victorville](#)

Date and Time: 9/25/07: 9:30 a.m. – 12:00 N

Location: [Riverside Adult School](#) - [Riverside](#)

Date and Time: 9/25/07: 10:00 a.m. – 12:00 N

Location: [Santa Cruz COE](#) - [Capitola](#)

Date and Time: 9/27/07: 10:00 a.m. – 12:00 N

Location: [College of the Desert](#) - [Palm Desert](#)

Date and Time: 9/27/07: 10:00 a.m. – 12:00 N

Location: [San Jose USD](#) - [San Jose](#)

Date and Time: 10/9/07: 10:00 a.m. – 12:00 N

Location: [Carlsbad USD](#) - [Carlsbad](#)

Date and Time: 10/23/07: 10:00 a.m. – 12:00 N

Location: [Solano COE](#) - [Fairfield](#)

For more details go to www.codesp.com

Click on [Events](#). To register: [CATS Users log-in first to register](#). [Guests register without logging in](#). There is no fee to attend the meetings.

October 12 - 14, 2007

California School Personnel Commissioners Association

Northern California Conference

Siena Hotel Spa Casino - Reno

The Merit System:

Fueled by Knowledge and Experience

http://www.meritsystem.org/conference_information.htm

CODESP will be presenting their new Job Analysis Tools at 3:15 on Saturday

WRIPAC MEETING

The Spring WRIPAC meeting and training program will be held: September 12 – 14 in Pacific Grove at the Asilomar Conference Grounds. Registration and a fee is required for the training on the 12th. Separate registration is required if you are only attending the FREE meeting which follows on the 13th -14th.

The training topic for the all-day workshop on the 12th will be **Training and Experience Application Evaluation**. Participants will learn how to use Supplemental Applications to improve their employee selection procedures for any type of job. Mike Willihnganz Ph.D. will be the instructor. See Page 5 for more details.

www.wripac.org

CODESP Membership

To join CODESP visit www.codesp.com and scroll down to New Member Registration. To activate a previous membership, just give us a call. Invoices are available on our website under Resources / Membership Documents. **Current members: Send a PO or check as soon as possible. Please notify us if your payment will be delayed.**

Don't miss out on CODESP's new online job description services. Join NOW!

Spanish Test Materials Added/Updated

145 Spanish multiple choice test items have been added to the CATS system due to our recent software upgrades. Spanish/English Role - Play Exercises and Translation items are also posted on our [Resources](#) area of the website under Performance Tests and Writing Exercises / Spanish.

For written translation we offer: English Memo Translation, Medium Difficulty Translation and Difficult Technical Terms.

For role-play exercises we offer: Classroom Environment, Student Discipline and Office Environment. The role-play works as an interview and performance test.

Interviews for Translators in any language are located under [Resources](#) / Interview / Interpreter/ Translator.



HR DIRECTOR OPENINGS

[Director, Classified Personnel](#)

Deadline: 7/31/2007

Classified Staff

Fremont Unified
Alameda County

\$111,727 -
\$135,393

[Director, Personnel Services](#)

Deadline: 7/18/07

Classified Staff

Covina-Valley Unified
Los Angeles County

\$7,918 to \$9,625
Monthly depend-
ing on experience

[Director of Classified Human Resources](#)

Deadline: 8/13/07

Classified Staff

Hayward USD
Alameda County

\$112,789 -
\$134,719

[Director of Classified Personnel](#)

Deadline: 7/31/2007

Classified Staff

Las Virgenes USD-
Calabasas
Los Angeles County

\$74,709 - \$86,763
(06-07 schedule)

JOB ANALYSIS TOOLS

The Job Analysis Questionnaire and online Job Description Builder is coming to www.codesp.com in **July 2007!** We will be adding job family specific questionnaires and new data selections as we gather information from CODESP members. Please participate in the consortium by sending CODESP your job analysis data.



WRIPAC

**Professional Development Workshop:
Training and Experience Application Evaluation
September 12, 2007
8:30 a.m. to 4:30 p.m.
Asilomar Conference Grounds, Pacific Grove**

WRIPAC, the Western Region Intergovernmental Personnel Assessment Council, was first established in 1979. It consists of over forty small, medium, and large agencies representing state and local governments, school districts, utility districts, and other public agencies in Arizona, California, Nevada, and Washington. There is no fee for membership or to attend WRIPAC meetings which follow the workshops. More information is available at www.wripac.org.

T & E Course Description:

Would you like to make your applicant screening process more predictive and ultimately improve your applicant pool? Would you like to limit your test takers to those candidates who truly meet your minimum qualifications? This one-day class is designed to acquaint participants with a variety of techniques that can be used to assess training and experience (T&E). Advantages and disadvantages of T&E evaluation methods will be addressed, as well as issues related to reliability, validity, instrument development, and scoring of these assessment techniques. Through a combination of lecture, discussion, and individual and group exercises, participants will gain an understanding of the approaches commonly used in evaluating training and experience.

Course Presenter:

Mike Willihnganz, Ph.D. has worked in the human resources profession for more than 20 years. His experience includes work at the state and county government levels, as well as experience at an electric utility. Mike is currently the Assistant Human Resources Director for the County of Napa. Prior to joining the County, Mike worked for CPS. Human Resource Services and the California State Personnel Board (SPB). Mike is an active member of a variety of professional organizations, including the International Personnel Management Association Assessment Council (IPMAAC), the Personnel Testing Council of Northern California (PTC/NC) and WRIPAC. Mike has been a frequent author, seminar leader and speaker on a wide variety of human resources topics. He is a Past President of WRIPAC, chairs the WRIPAC Job Analysis Committee, and is an active member of the WRIPAC training committee. Additionally, Mike is a member of the IPMA Professional Development Committee, has served on the Board of Directors for IPMAAC, & has chaired IPMAAC's Training and Workshop Committee and Regional Relations Committee. Mike was the 2003 recipient of IPMAAC's Exemplary Service Award and the 2006 recipient of the Stephen E. Bemis Memorial Award.

September 12th Workshop Registration:

To Register go to www.wripac.org To register for a room at Asilomar you must complete a form and fax it to Asilomar. The form will be sent to you after registering on line. The price also includes meals.

Note: No refunds for cancellation after August 31, 2007.

Attendance at the meeting on September 13-14 is FREE!

T & E Workshop fees: \$100 WRIPAC Member, \$120 Non-Member.

Mail your check made out to **WRIPAC** to:
Janet Chu-Hooker
Los Angeles County Metro
One Gateway Plaza , MS 99-14-5
Los Angeles, CA 90012