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| JOB ANALYSIS FOR RECRUITMENT PLANNING |

**RECRUITMENT INFORMATION**

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| **Class Title (No.)** |  | **Date** |  |
| **Department** |  | **Analyst** |  |
| **Position Purpose** |  | | |

**INSTRUCTIONS**

The Job Analysis is a foundational document to capture the key responsibilities and related knowledge, skills, abilities and competencies to perform the functions of the job. This description is designed to go into more specific detail on a position and is different from a class specification in that the class specification is designed to describe a set or group of positions.

1. In each row on the next page, write down a key responsibility for the position you are describing. Generally speaking, you should end up with approximately 5 key responsibilities, but there may be more or less depending on the position being described.
2. In the next column titled “Required KSA’s”, list the knowledge, skills and/or abilities (KSAs) that are needed to perform the responsibility listed in the same row.
3. For each KSA, write “Y” or “N” in the “Essential @ Entry” column to indicate if that corresponding KSA is required (see legend on final page).
4. An HR Analyst will help complete the fourth column “Possible Exam Methods” after it has been determined what screening and evaluation steps will be used in the recruitment.
5. Lastly, list any core competencies that are essential to be successful in the positon. For a list of competencies, please see the Competencies Guide.

| **PRIMARY DUTIES** | **REQUIRED KSA’S** | **ESSENTIAL @ ENTRY** | **POSSIBLE EXAM METHODS** |
| --- | --- | --- | --- |
|  | **Knowledge of:**  **Skill in:**  **Ability to:** |  | MQ HQR AS WE AC OT PE OB ST SI P |
|  | **Knowledge of:**  **Skill in:**  **Ability to:** |  | MQ HQR AS WE AC OT PE OB ST SI P |
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|  | **Knowledge of:**  **Skill in:**  **Ability to:** |  | MQ HQR AS WE AC OT PE OB ST SI P |

**COMPETENCIES / ESSENTIAL FUNCTIONS**

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**KEYS/LEGENDS**

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| --- | --- | --- | --- | --- | --- |
| **Exam Methods** | **MQ**  **HQR**  **AS**  **WE**  **AC**  **OT**  **PE**  **OB**  **SI**  **P** | Minimum Qualifications  Highly Qualified Review  Application Screening  Written Exam  Assessment Center  Online Testing  Performance Exam Oral Board  Selection Interview  Probationary Period | **Essential @ Entry** | **Y**  **N** | Essential at Entry (obtained prior to hire)  Developed after Entry (within Probationary Period) |