

PROJECT WORK PLAN

Job Analysis and Exam Development for Classification Department

Project Objectives: Identify critical job tasks and associated knowledge, skills, and abilities of **classification** incumbents through a job analysis process and use the information to create an examination.

Proposed Completion Date: Month, Day, Year

Department Contacts: Department Contact (analyst) ###-####
Department Contact (manager) ###-####

Tasks/Events	Target Completion Date
Conduct initial planning meeting(s) Discuss project parameters Develop a project timeline	Date
Communicate with incumbents and supervisors Discuss project, anticipated involvement, tentative timeline, etc., if needed Identify Management Advisory Panel	Date
Background research of job content and structure Review background information Review O*NET Review job analyses conducted for similar positions in other organizations Develop preliminary list of job task and knowledge, skill, and ability statements	Date
Conduct Job Audits Schedule and conduct job audits/interviews/observations <ul style="list-style-type: none">➤ # Analysts assigned to conducting audits➤ #-# Classification incumbents Transcribe job audit/interview information Revise list of job task and knowledge, skill, and ability statements	Date
(Participants should be actual incumbents of the job and have a minimum of one year of experience. Participants can also be direct supervisors, however please do not have more than 15% of the number requested be direct supervisors)	

Tasks/Events	Target Completion Date
Job Analysis Workshop (Date)	
Develop job analysis questionnaire	
Review and revise list of job task and knowledge, skill, and ability statements with subject matter experts (SMEs)	
SME Requirement:	
Date – # - # Classification incumbents	
(Participants should be actual incumbents of the job and have a minimum of one year of experience. Participants can also be direct supervisors, <u>however</u> please do not have more than 15% of the number requested for either class be direct supervisors)	Date
Meeting Information:	
Meetings will be held at location from time	
Webinar/Teleconferencing is available for SMEs outside the Sacramento area	
Job Analysis Survey (to be launched on Date)	
Provide ratings of job tasks and KSAs in order to address the requirements of the Federal Uniform Guidelines on Employee Selection Procedures.	
Survey e-mailed or mailed to SMEs on Date with a completion date of Date.	
	Week of Date
SME Requirements:	
# Classification (minimum)	
(Participants should be actual incumbents of the job and have a minimum of one year of experience. Participants can also be direct supervisors, <u>however</u> please do not have more than 15% of the number requested for either class be direct supervisors)	
SMEs Link the Tasks to KSAs	
SME Requirement:	
Date-# – # Classification incumbents	
(Participants should be actual incumbents of the job and have a minimum of one year of experience. Participants can also be direct supervisors, <u>however</u> please do not have more than 15% of the number requested for either class be direct supervisors)	
	Week of Date
Meeting Information:	
Meetings will be held at the location from time	
Webinar/Teleconferencing is available for SMEs outside the Sacramento area	

Tasks/Events	Target Completion Date
Analyze job analysis data <ul style="list-style-type: none"> ➤ Analyze demographics, task, and knowledge, skill, and ability ratings ➤ Develop preliminary description of job 	Week of Date
Review job analysis results <ul style="list-style-type: none"> ➤ Identify content areas to assess ➤ Develop description of job 	Week of Date
Develop examination instruments <ul style="list-style-type: none"> ➤ Determine how to assess content areas ➤ Assist in examination development ➤ Review assessment(s)/instrument(s) ➤ Review scoring criteria 	Week of Date
Finalize draft assessment(s)/instrument(s) and scoring criteria	Date
Exam Development: Conduct Exam development meeting with subject matter experts (SMEs) in which SMEs will assist in developing and editing test questions SME Requirement: Date - # - # Classification incumbents (Participants should be actual incumbents of the job and have a minimum of one year of experience. Participants can also be direct supervisors, however please do not have more than 15% of the number requested for either class be direct supervisors. Please note that when series exam is being developed, only top level SMEs should participate in exam development meetings.) Meeting Information: Meetings will be held at the location from time Webinar/Teleconferencing is available for SMEs outside the Sacramento area	Week of Date
Pretest assessment(s)/instrument(s) to incumbent sample <ul style="list-style-type: none"> ➤ Conduct pre-testing with SMEs as a means to confirm the utility and effectiveness of all components. 	
SME Requirement: Date - # - # Classification incumbents (Participants should be actual incumbents of the job and have a minimum of one year of experience). Meeting Information: Meetings will be held at location from time	Week of Date
Finalize assessment(s) <ul style="list-style-type: none"> ➤ Finalize all components of examination development 	Date

Tasks/Events	Target Completion Date
Finalize job analysis/validation report	
➤ Document job analysis process	
➤ Document examination development process	Week of Date
➤ Demonstrate adherence to professional/legal guidelines	