

# 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
<b>Conduct initial planning meeting(s)</b> Discuss project parameters Develop a project timeline	Date
<b>Communicate with incumbents and supervisors</b> Discuss project, anticipated involvement, tentative timeline, etc., if needed Identify Management Advisory Panel	Date
<b>Background research of job content and structure</b> 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
<b>Conduct Job Audits</b> Schedule and conduct job audits/interviews/observations <ul style="list-style-type: none"><li>➤ # Analysts assigned to conducting audits</li><li>➤ #-# <b>Classification</b> incumbents</li></ul> Transcribe job audit/interview information Revise list of job task and knowledge, skill, and ability statements	Date
<b>(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)</b>	

Tasks/Events	Target Completion Date
<p><b>Job Analysis Workshop (Date)</b></p> <p><b>Develop job analysis questionnaire</b> Review and revise list of job task and knowledge, skill, and ability statements with subject matter experts (SMEs)</p> <p><b>SME Requirement:</b> <b>Date – # - # Classification</b> incumbents</p> <p><b>(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)</b></p> <p><b>Meeting Information:</b> Meetings will be held at <b>location</b> from <b>time</b> <b>Webinar/Teleconferencing is available for SMEs outside the Sacramento area</b></p>	<p><b>Date</b></p>
<p><b>Job Analysis Survey (to be launched on Date)</b></p> <p>Provide ratings of job tasks and KSAs in order to address the requirements of the Federal Uniform Guidelines on Employee Selection Procedures.</p> <p>Survey <b>e-mailed or mailed</b> to SMEs on <b>Date</b> with a completion date of <b>Date</b>.</p> <p><b>SME Requirements:</b> <b># Classification</b> (minimum) <b>(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)</b></p>	<p><b>Week of Date</b></p>
<p><b>SMEs Link the Tasks to KSAs</b></p> <p><b>SME Requirement:</b> <b>Date-# – # Classification</b> incumbents</p> <p><b>(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)</b></p> <p><b>Meeting Information:</b> Meetings will be held at the <b>location</b> from <b>time</b> <b>Webinar/Teleconferencing is available for SMEs outside the Sacramento area</b></p>	<p><b>Week of Date</b></p>

Tasks/Events	Target Completion Date
<b>Analyze job analysis data</b> <ul style="list-style-type: none"> <li>➤ Analyze demographics, task, and knowledge, skill, and ability ratings</li> <li>➤ Develop preliminary description of job</li> </ul>	Week of <a href="#">Date</a>
<b>Review job analysis results</b> <ul style="list-style-type: none"> <li>➤ Identify content areas to assess</li> <li>➤ Develop description of job</li> </ul>	Week of <a href="#">Date</a>
<b>Develop examination instruments</b> <ul style="list-style-type: none"> <li>➤ Determine how to assess content areas</li> <li>➤ Assist in examination development</li> <li>➤ Review assessment(s)/instrument(s)</li> <li>➤ Review scoring criteria</li> </ul>	Week of <a href="#">Date</a>
<b>Finalize draft assessment(s)/instrument(s) and scoring criteria</b>	<a href="#">Date</a>
<p><b>Exam Development:</b> Conduct Exam development meeting with subject matter experts (SMEs) in which SMEs will assist in developing and editing test questions</p> <p><b>SME Requirement:</b> <a href="#">Date</a> - # - # <a href="#">Classification</a> incumbents</p> <p><b>(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. <u>Please note that when series exam is being developed, only top level SMEs should participate in exam development meetings.</u></b></p> <p><b>Meeting Information:</b></p> <p>Meetings will be held at the <a href="#">location</a> from <a href="#">time</a> <a href="#">Webinar/Teleconferencing is available for SMEs outside the Sacramento area</a></p>	
<b>Pretest assessment(s)/instrument(s) to incumbent sample</b> <ul style="list-style-type: none"> <li>➤ Conduct pre-testing with SMEs as a means to confirm the utility and effectiveness of all components.</li> </ul> <p><b>SME Requirement:</b> <a href="#">Date</a> - # - # <a href="#">Classification</a> incumbents</p> <p><b>(Participants should be actual incumbents of the job and have a minimum of one year of experience).</b></p>	Week of <a href="#">Date</a>
<p><b>Meeting Information:</b></p> <p>Meetings will be held at <a href="#">location</a> from <a href="#">time</a></p>	
<b>Finalize assessment(s)</b> <ul style="list-style-type: none"> <li>➤ Finalize all components of examination development</li> </ul>	<a href="#">Date</a>

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Tasks/Events	Target Completion Date
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<b>Finalize job analysis/validation report</b>	
<ul style="list-style-type: none"><li>➤ Document job analysis process</li><li>➤ Document examination development process</li><li>➤ Demonstrate adherence to professional/legal guidelines</li></ul>	Week of <a href="#">Date</a>

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