Human Resources Shared Service Center
Job Analysis Form

Liaison: Sherie Brown **FPPS:** 18 1531528 **WTTS:** 138206 **VA:** RTP-ORD-DE-2018-XXXX **SO:** Regan Murray

POSITION TITLE & SERIES	Interdisciplinary Scientist, GS-0893/1301/1315/1550 (H2O Distribution Applications Engineer)	**GRADE(s)**	13
ORGANIZATION NAME	Office of Research and Development, National Risk Management Research Laboratory, Water Systems Division, Drinking Water Treatment and Distribution Branch	**LOCATION**	Cincinnati, OH
HR SPECIALIST (HRS)	Chelsea Mackin	**PHONE#:**	919-541-5688
HRS SIGNATURE		**DATE**	
SUBJECT MATTER EXPERT (SME)	Personal Matters / Ex. 6	**PHONE#:**	Personal Matters / Ex. 6
SME SIGNATURE		**DATE**	

CRITICAL: Safeguarding of information as a Subject Matter Expert (SME)

What's my Role as the SME?

Instructions for Completing the Job Analysis (JA) Form

Step 1: Identify 4 to 5 major duties from the Position Description (PD).

Step 2: Identify 4 to 8 KSAs (knowledge, skills, & abilities) from the PD.

Step 3: Add 10 – 12 questions from the EZHire Question Library.

1. Login to the EZHire Questions Library.
2. Search for questions using the filters option.
3. Select questions that reflect the competencies and/or KSAs related to the position.
4. List each question ID number next to the correlating Duty and KSA.
5. (Optional) List each question text next to the correlating question ID number.
6. Identify the question type (AA, MAMC, MC, Y/N):
   - **Applicant Assessment (AA):** Applicants can select one of five standard responses to questions, ranging from the lowest level response choice of "I have not had experience, education or training in performing this task," to the highest level response choice which states "This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and (or) others have consulted me as an expert for assistance in performing this task."

- **Multiple Answer/Multiple Choice (MAMC):** Applicants select one or more responses and receive points for each response that has been assigned points based on the weight/importance of the question.
- **Multiple Choice (MC):** Applicants can select only one of the responses listed. Individual question responses are assigned points similar to AA questions, based on the weight/importance of the task.
- **Yes/No (Y/N):** Applicants can only respond" Yes" or "No" to the question.

Didn't find what you were looking for? Ask your HR Specialist how new EZ-Hire questions can be added to the EZ-Hire library.

Quick Tip: Check out the Competency Dictionary the EPA developed to connect the PD, Job Analysis, future PARS and any potential IDP for this position. It identifies core competencies that are applicable to a variety of professions/occupations, based on OPM Mosaic studies.

Step 4: Weigh the questions.

Step 5: Choose Key Questions.

Step 6: Identify Mandatory Factors (if required).

Step 7: Sign and return.

We can't emphasize enough the critical nature of developing a meaningful job analysis in order to ensure the best qualified candidates are referred for hiring consideration. We thank you for your efforts to ensure that EPA hires the best.

DUTY 1

DUTY 2

DUTY 3

DUTY 4

STEP 6 - Mandatory Selective Factor Justification *(to be completed by SME)*