



Advancing the State-of-the-Art in Job Analysis Research and Practice

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Chair: Thomas Kiger, HumRRO

Presenters

- Panelists:
 - Anne Holloway-Lundy, U.S. Office of Personnel Management
 - Kelley Krokos, American Institutes for Research
 - Philip Walmsley, U.S. Customs and Border Protection
 - Deborah Whetzel, HumRRO

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Introduction

- This panel will discuss issues that affect the accuracy of job analyses with a focus on the unique challenges present today.
- Questions are split into three broad categories:
 - Methodological Decisions
 - Client and SME Interactions
 - Job Analysis Information Currency

Methodological Decisions

- How can a job analyst decide what type of information is required (e.g., tasks, KSAs, critical incidents, frequency data, importance)?

Methodological Decisions

- Why is the level of specificity in statements so critical?
- Are there special circumstances that you can describe where level of specificity was particularly difficult to manage?

Methodological Decisions

- What are the unique challenges when conducting a future-oriented or strategic job analysis into the future (5-10 years)?

Client and SME interactions

- How can job analysts help SMEs provide better quality information throughout all relevant phases of data collection (e.g., site visits, panel meetings, questionnaire administration)?

Client and SME interactions

- How can job analysts keep SMEs focused on concrete and realistic scenarios when conducting a future-oriented job analysis?

Client and SME interactions

- How can job analysts manage organizational expectations of a job analysis?
- What happens if the job analysis information doesn't confirm pre-conceived notions?

Job Analysis Information Currency

- Some might say there is a rule of thumb that job analyses be conducted every five years. How can a job analyst determine the shelf life of a job analysis?
- Are there ways in which a job analyst can empirically determine the shelf life of a job analysis?

Job Analysis Information Currency

- How can a job analyst compare job analyses (strategic or otherwise) over time?
- What framework does a job analyst have to make these comparisons and what tools do job analysts have to make comparisons?

Job Analysis Information Currency

- Have you identified, in different jobs or industries, "triggers" that help determine when a new job analysis is needed?

Job Analysis Information Currency

- Are there ways to conduct job analysis updates in a more cost-effective manner?

Thank you!



Additional Questions

- Should a job analysis occur by revolution or evolution, (i.e. episodic versus continuous surveillance)?

Additional Questions

- How can a job analyst determine if collecting new job analysis information will provide more accurate or useful information than they already possess?
- What are the advantages and disadvantages to each approach?

Additional Questions

- How can job analysts separate the “job” from the “position” while conducting a job analysis?