Job Analysis Worksheet

PD Number: DNFC002A **Title, Series, Grade: Family Readiness Support Assistant (OA)** **Organization: BDE OR DEPLOYING UNIT**

Task Statement (Major Duties) (HR/SME)	Source What source did task come from? (HR)	Competency Identify the competency that is important to perform this task? (HR/SME)	Frequency How often are these tasks performed? (SME)	Importance How important is this competency for job performance? (SME)	Need at Entry When is this competency needed for effective job performance? (HR/SME)	Distinguishing Value How valuable is this competency for distinguishing superior from barely acceptable employees? (HR/SME)
Utilizes an in-depth practical knowledge related to a wide range of clerical and administrative Family Readiness Program requirements and issues	1 = Position Description	**Clerical Support**	5 = Hourly	4 = Very Important	3 = Needed/Required at entry	5 = Extremely valuable
Performs a wide variety of clerical and administrative duties in direct support of the FRG.	1 = Position Description		5 = Hourly			
	Select		Select			
	Select		Select			
Coordinates with appropriate community agencies, ACS, chaplains, and Moral, Welfare, and Recreation (MWR) activities etc to schedule and coordinate briefings	1 = Position Description	**Knowledge of services available to Soldiers and Family Members**	4 = Daily	4 = Very Important	3 = Needed/Required at entry	5 = Extremely valuable
	Select		Select			
	Select		Select			
	Select		Select			
Assists in planning, coordinating, and executing unit family support services for family members separated from the military sponsor due to mobilization/deployment and training efforts, or other duty requirements	1 = Position Description	**Organizational Skills**	4 = Daily	4 = Very Important	3 = Needed/Required at entry	4 = Very valuable
	Select		Select			
	1 = Position Description		Select			
	Select		Select			
Actively participates in the preparation and conduct of battalion or higher headquarters briefings, orientations, and workshops, informing soldiers and family members regarding the functions of the Family Readiness Program at all organizational levels	1 = Position Description	**Effective Communication**	5 = Hourly	4 = Very Important	3 = Needed/Required at entry	4 = Very valuable
Frequently updates the Commander on the program status, controversial issues and services available to soldiers and family members	1 = Position Description		3 = Weekly			
	Select		Select			

Specialized Experience Statement (HR/SME): I have one year of specialized experience equivalent to the GS-05 grade level in the Federal service which includes work that involves experience performing administrative work specific to 1) Planning meetings, preparing presentations, monitoring suspense's and 2) Communicating effectively with military units and family members at all levels, 3) Understanding Military Protocol and courtesies, and 4) public speaking.

Job Analysis Worksheet

Conditions of Employment: Incumbent may be required to work irregular work schedules such as evenings, weekends, and overtime. Incumbent may be required to perform temporary duty travel up to 10% of time. This position requires a typing proficiency of at least 40 words per minute (WPM) based on a 5 minute sample with 3 or fewer errors.

Request Number: If no Request No, check here for Standardized PD: ☒	Vacancy Number:
HR Practitioner: Title: HR Specialist Signature: Date:	SME or Hiring Manager Name & Title: Signature: Date:

Position Title, Series, and Grade: Family Readiness Support Assistant (OA) GS-0303-06

Items (Verb + Direct Object + Qualifying Statement)	Competency (If you have more than 6, use another form)
Report on clerical and administrative issues to the Commander and his staff for review.	**Organizational Awareness**
Assist in managing the command's marketing program for Soldier and Family readiness training.	
Provide updates on the status of the unit's Family readiness.	
Publish and distribute changes and updates relating to quality of life programs such as health benefits, family advocacy and the exceptional family member program.	
	Customer Service
Brief Soldiers and Family Members on Family Readiness functions	
Collaborate with the Commander, Family Readiness Group leaders and installation Family Readiness Program expert on sensitive issues.	
Research Family Readiness precedents for compliance.	
Compile information from personnel for reporting purposes.	**Teaches Others**
Maintain effective communication with Family readiness volunteers to ensure volunteer forms are properly signed, maintained and volunteer hours submitted monthly.	
Maintain knowledge of latest changes in the Family Readiness Program and up-to-date referral information on Army Family policy and community resources.	
Provide formal training to command personnel relative to family readiness program responsibilities.	
Participate in the development of local programs and policies needed to respond to the needs of Family Readiness program participants.	

Job Analysis Worksheet

Provide administrative support to the unit's Family Readiness Program.	**Writing**
Prepare advertisements such as flyers, letters, calendars, and newsletters that impact families of deployed military personnel.	
Monitor suspense taskers to ensure timely submission of data.	
Ensure proper storage and destruction of office records are safe and secure.	

Instructions to Human Resources Practitioner and Hiring Manager

Column One (HR): Use the position description (PD), the training plan, the performance objectives, and any other documentation that will help identify the major tasks (duties) performed on the job. Enter all of the major tasks you identify on the job analysis worksheet in the Task column. Group like tasks together, (e.g., keep all oral communication tasks together, or all project management tasks together). Note that documentation must be provided by the Hiring Manger (HM) or Subject Matter Expert (SME) to the HR practitioner in order to substantiate tasks not listed on the PD.

Column Two (HR): Identify the source of each task (position description, training plan, etc.).

Column Three (HR/HM): Review the competencies suggested by the Career Program Manager, HR and/or identify the competencies needed to perform the tasks (e.g., Oral Communication, Project Management). Note that these competencies are derived from the approved DOD Competency Library, therefore a suggested competency may not be changed by the HR practitioner.

Column Four (HM): Rate the **Frequency** of the task listed in Column One. This column has a built in drop down menu where you can rate the frequency of the task from 1 (every few months to yearly) to 5 (hourly).

Column Five (HM): Rate the **Importance** of the competency in Column Three. This column has a built in drop down menu where you can rate the importance of the task from 1 (not important) to 5 (extremely important).

Column Six (HR/HM): Rate the competency in Column Three for **Needed at Entry**. This column has a built in drop down menu where you can rate the extent to which the competency is needed at entry from 1 (not needed) to 3 (needed and required at entry because it will not be acquired through formal training).

Job Analysis Worksheet

Column Seven (HR/HM): Rate the **Distinguishing Value** of the competency in Column Three. This column has a built in drop down menu where you can rate the distinguishing value of the task from 1 (not valuable) to 5 (extremely valuable).

Specialized Experience (HR/HM): Review statement suggested by HR and/or describe the specialized experience required upon entry for the position. If you are recruiting for two or more grade levels, please describe the specialized experience requirements for each grade level. Note that your suggestion(s) may be edited by the HR practitioner to ensure it meets the guidelines and best practices for writing specialized experience statements.