

Job Analysis for Consortium Examinations

To validate that an exam is appropriate for a classification it is necessary to perform a job analysis to document and provide evidence that the exam is measuring job-related information. The California Human Resource (CalHR) has conducted several job analysis studies for classifications on a Service-wide level. Based on the information from these job analyses CalHR have developed several Service-wide self assessment examinations. Departments that have contributed to the Service-wide Job Analyses have evidence that the consortium exams are appropriate for their use. If a department did not participate in the initial job analysis, that department must conduct a Consortium Job Analysis that establishes that the consortium examination is appropriate for their department.

Job analysis data collection methods must comply with CalHR guidelines as stated in the **Selection Analyst Job Analysis Manual**.

The steps for completing a Consortium Job Analysis for inclusion in consortium exams are as follows:

- A. Department receives the finalized list of the tasks and knowledge, skills, abilities, and personal characteristics (KSAPCs) from the Service-wide classification job analysis. A copy may be obtained from the CalHR website.
- B. The department develops a job analysis survey using the finalized list of tasks and KSAPCs received.
- C. The survey should be sent out to a representative sample of incumbents and first line supervisor within the classification. When determining a representative sample the following information should be considered:
 - Geographic location
 - Field or Headquarters assignment
 - Program area or unit
 - Specialized functions within the classification
 - EEO information (Age, Gender, Ethnicity)

See the table below for the required number of survey respondents.

Number of Survey Respondents required based on number of incumbents. If using supervisors to fill out the survey they should make up no more than 15% of the responses.

Number of Incumbents	Job Analysis Questionnaire
1 – 10	100%
11 – 20	85%
21 - 30	80%
31 – 50	75%
51 - 200	50%
201 & over	25% - 50% (with a maximum of 400)

D. The Tasks and KSAPCs are rated by the SMEs.

Tasks are rated on importance and frequency.

KSAPCs are rated on importance, expected at entry, and relationship to job performance.

Note: Rating Scales may be found in the job analysis training manual.

E. The data from the survey is analyzed to determine the critical tasks and critical and expected at entry KSAPCs.

The cut-off for scales used for the tasks should correspond with what is critical or important for the job.

The cut-off for the scales used for the KSAPCs should correspond with what is critical or important for the job, and what is required at entry.

F. The tasks and KSAPCs that meet the cut-off must be linked.

G. The consortium examination questions must be linked to the KSAPCs from the Department's Consortium Job Analysis.

Each question on the consortium examination must link to at least one KSAPC from the Consortium Job Analysis.

H. The job analysis methodology must be properly documented. Guidelines are available in the section titled Consortium Exam Job Analysis Reporting Requirements, located on the following page.

Consortium Exam Job Analysis Reporting Requirements

When a departmental Consortium JA is submitted to CalHR for approval to use a consortium examination, the JA is reviewed to ensure the department's process includes:

- A. A representative sample of current incumbents and/or supervisors (if the dept. has no filled vacancies for the class) as subject matter experts (SME). Report the number of positions currently filled for the classification as well as the number of survey respondents. Include demographic information such as classification, division, shift, tenure, age, ethnicity, gender, etc.
- B. Job analysis data collection methods, including archival review, use of subject matter experts, administration methods.
- C. Task and KSAPC rating results, cut-off criteria, and the final list of retained tasks and KSAPCs.
- D. Tasks and KSAPC linkage data.
- E. Test-item/KSAPC linkage data.

The job analysis should be documented in a single consolidated report. The report should clearly outline the methods used in all phases of the job analysis process. If the department does not have adequate reporting methods in place, utilize the **Consortium Job Analysis Report Template**.

If the department fails to complete any of the above steps, they are asked to revisit their process and submit additional documentation. Once all documentation has been received and reviewed the department may be approved to access the list.

If you have any questions, please contact Alejandra Saldana at Alejandra.Saldana@calhr.ca.gov .