**Indian Health Service**

**Job Analysis/Questionnaire Assessment**

**Region:**

**Area/Office:**

**Position Title, Series, & Grade**:

**Job Code:**

**Assessment Package Template:**

**Nature of Position:**

○ Existing position (vacated within the past 12 months) – verification but no change of duties and related competencies and assessments;

○ Updated position duties and related competencies of a previously encumbered position;

○ Newly established position duties and related competencies and assessments;

○ Reorganized/Reassigned duties previously accomplished by another IHS organizational component.

#### *Section 1: Identify the Major Duties*

Identify the major duties that are performed 20% or more of the time. Consider percentage of time spent performing each duty when choosing questions and weighting.

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| --- | --- |
| **Task** | **Percentage of Time (Total must equal 100%)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

***Section 2: Identify the Competencies Required***

Competencies that are transferable (knowledge, skills, or abilities) and required for successful job performance. Your servicing Human Resources Specialist can supply a common list of competency categories. Each description of a competency must be written to link to the required duties, appropriate for the organization/grade level of each position. Identify which competency is needed to perform each major duty in the Linkage to Major Duty column, e.g., 1, 2, 3 or 2, 4. Using the scale shown below, assign a score for each competency regarding the level of importance.

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| --- | --- | --- | --- | --- |
| **Competency Title and Definition**  (3-5 competencies is typical) | | | **Linkage to Major Duty (From Sect. 1)** | **Importance** |
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| **Importance Scale**: How important is this competency for effective job performance? | | | | |
| 3=Important | 4=Very Important | 5=Extremely Important | | |

***Section 3: Assessment Questionnaire***

The assessment questionnaire (AQ) appears in the online application when applicants apply. The AQ items should be listed in the order they will be presented to the applicant. Applicants will certify the accuracy and truthfulness of their statements before submitting their online application through USAJobs.

The **Proportional Weight** reflects the weight of a given competency or item relative to the others. For example, a competency with a Proportional Weight of ‘3’ is weighted 3 times more heavily than a competency with a Proportional Weight of ‘1’. The default Proportional Weight of each competency is ‘1’ at all grade levels. **Example:** a GS-7/9/11 multi-grade assessment has the following competencies: Information Systems, Decision Making, Oral Communication, Planning & Evaluating. It is determined that at the GS-11 level Decision Making should be weighted differently in relation to the other competencies. A Proportional Weight of 3 is assigned to Decision Making at the GS-11 which makes it weighted 3 times more than the other competencies.  **Note:** Proportional Weights cannot be changed for Wage assessments.

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| --- | --- |
| **Items/Questions**  (- before an item number marks the item as a screen-out.\_ | **Proportional Weight** |
| -BASIC QUALIFICATION (From OPM Qualification Standards, HR will complete):  -MINIMUM QUALIFICATION (HR will complete but when this includes Specialized Experience the Selecting Official **must** concur):  -SELECTIVE PLACEMENT FACTOR (in the few instances this is necessary/appropriate):  -WAGE SCREENOUT  Do you have the ability to perform the work of a \*\*\*\*\*, as described in the vacancy announcement, without more than normal supervision?  Yes/No | N/A |
| QUESTIONS FOR COMPETENCY 1: | Standard Proportional Weight Applied to each grade  OR  Example:  GS-5: 1  GS-7: 3  GS-9: 4 |
| COMPETENCY 2: | Write in “Standard” or Provide information as described above for each Competency. |
| COMPETENCY 3: |  |
| COMPETENCY 4: |  |
| COMPETENCY 5: |  |

|  |  |
| --- | --- |
|  | **Loading assessments into USAS – Information for HR Staff only** |
| **INSTRUCTIONS** | INSTRUCTIONS: *Instructional text goes here.* |
| **COMPETENCY ID** | COMPETENCY ID: *A competency ID number* in the row before an item links all items below it to that competency. This continues until a new competency is specified or it hits “COMPETENCY ID: None”. |
| **QUESTION** | 1. *Item text goes here.*  [number] A. Response option text goes here. Use this if you are creating item-specific response options instead of a system scale. The value in brackets will populate as the response option base value and is not required for the response to be read. (Items 6 and 9 in the example below have response options with and without base values, respectively.)  \* before an item number marks the item required.  - before an item number marks the item as a screen-out. |
| **SCALE** | SCALE: *Rating Scale Name* in the row before an item links all items below it to that scale. This continues until a new scale is specified or an item has custom response options. This **must match** one of the scales below ***exactly****,* in order to be read by the system (do not copy the bullet).  • Experience/Demonstrated Capability (Entry-Level)  • Experience/Demonstrated Capability (Higher Complexity)  • General Schedule (Default)  • Level of Knowledge Scale  • Level of Knowledge Scale (Higher Complexity)  • Technical Competence  • Wage Grade (Default)  • Yes/No (Default)  Response Option Values are calculated by the system based on the proportional weight assigned. |

***Section 1917 of Title 18, United States Code (USC), provides a specific penalty for corrupt practices in testing, rating, and processing papers in connection with Federal Civil Service examinations. Conviction may be punishable by a fine of up to $1,000 or imprisonment for up to one year, or both. For less serious offenses, an employee may be subject to disciplinary action such as reprimand, suspension, or separation from the service. The Department of Health and Human Services (HHS) has determined that internal competitive promotion material, e.g., crediting plans, rating guide, etc., are covered by this section of the Code.***

I certify that I have read the above, that I understand my responsibility to protect the confidentiality of this process, and that I will not disclose any of the confidential materials to any individual or group of individuals.

***Supervisor Signature/Date:***  \_\_\_\_\_\_

***(or) Subject Matter Expert Signature/Date:***

***HR Specialist Signature/Date:***