

Please stand by for realtime captions.

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[Music]

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[Captioner standing by]

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[Music]

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That was a bit of an intrusive echo. Hopefully at this point you can hear me.

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Thank you for bearing with me to my own technical difficulties. We're doing the last audio check and up against the deadline. 1st and last said I will be coming to first Board for anyone who is logged in my name is, Michael Liesch. I'm one of a few course advocates who will assist for technical issues just like this throughout the this throughout the presentation today. Matt and myself will be your main point of point of contact if you have trouble hearing in the Adobe Connect virtual environment or using any of its functions. If you can hear we've got about two minutes about two minutes before getting started. Let me know your prepare by studying your studying your status to agree. In order to do that choose choose the small drop-down arrow next to the icon of a person raising their hand. That is the upper left-hand corner of the Adobe Connect environment. At this point since we only have about a minute and a half left I half left I will quickly mention that one of the things you want to make sure of before we get started on the presentation today is that you have the appropriate Login format so that we have your correct attendance of record about you have the appropriate Login format so that we have your correct attendance of record about the presentation. If you did not enter the room use any format last name, first name, location, we will ask you take a moment, take a moment, close your browser renders does Windows a clear browser history before trying to into the room the room again. If you do not clear your browsing history it will save the last Login that you typed them. That's a very important step top I would do still have a little a little information we will go over, basic classroom courtesies and things like that, so you do have a moment before we get started on the informative portion like that, so you do have a moment before we get started on the informative portion of today's training. Take a moment now, make sure you have the appropriate Login format. It should show your name in the the appropriate Login format. It should show your name in the attendees list. Kim, it looks like you have two logins active. There is a little number two after your name. Check your Adobe Connect Windows in the taskbar at the bottom of your desktop, and, perfect. Looks like you found your original Login. If you have any echoes or strange feedback it may be a second Login on year-end. Be mindful of that as well. We or strange feedback it may be a second Login on year-end. Be mindful of that as well. We do have about 10 more seconds before we get rolling you want to remind you we have today's course recorded. Just be wary of your group chat. Let's get started.

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Good afternoon, everyone. My name is, Kevin Green, with the human with the human resources technical training team. I would like too welcome you to Septembers Community of Practice which will be on job analysis for coverage is entered today is, Mr. Robert Li. Robert was with us previously with DBA and HRC Jackson. Took a little trip to VHA VHA and now back as part of the human resources technical team, and he's going to be your Facilitator for today's training. Robert, when you are ready.

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All right, I am ready.

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[Silence]

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The morning, everybody. I hope you are all having a good day. My name is, Robert Li. I am an HR Specialist with the Altim HRTT team. Today we will be talking about job analysis. Hopefully, by the end of this presentation you will have more knowledge of the job analysis process and how to perform a job analysis for your office as you will see here. This is what we will cover in our presentation today. Introduction to Job Analysis and Competencies, OPM's Job Analysis Methodology, combining OPMs JA Methodology with BAs best practices, and VA Forms that we will go over. Let's begin with a little background on a job analysis. What is a job analysis? A job analysis is the foundation of the foundation of human resources management. The job analysis provides data that you be used to develop effective recruitment, qualification and assessment, selection, recruitment, qualification and assessment, selection, performance management and career development. There are certain legal requirements for a job analysis that are regulations provide that each employment practice of the Federal Government generally, and of the individual agencies, shall be based on-the-job analysis to identify. The duties and of the individual agencies, shall be based on-the-job analysis to identify. The duties and responsibilities, the Company/ASAs required to perform the duties and responsibilities; and the fact is important in evaluating candidates. This comes from the Uniform Guidelines on Employee Selection Procedures, 29 CFR part 1607. I will do a little introduction to the job analysis. A job analysis identifies the competencies directly related to performance on-the-job. It is a systematic procedure for gathering, documenting, and analyzing information about the content context does contact the requirements of the job or job the job or job analysis demonstrates that there's a clear related to between the tasks related to between the tasks performed on-the-job in the Company's required to perform the tasks. -- competencies required to perform the tasks. Why is a job analysis important for selection? A job analysis is the key to any rational approach to qualifying, assessing, and selecting employees. A job analysis also identifies individuals who could successfully carry out the tasks required by the position on the relative levels of the individuals who could successfully carry out the tasks required by the position on the relative levels of the relevant competencies. By systematically examining what the job entails, you can identify the competencies that are necessary for success on-the-job. What the competencies are identified, valid and effective selection tools, which include the crediting plan, plan, can be developed. Maybe ask yourself when to conduct a job analysis. In DBA you do not need to conduct a job analysis every time you seek to Philly job. Whether a new job analysis should be conducted for a particular position depends on the novelty of the position and the currency of the most recent job analysis for you seek to Philly job. Whether a new job analysis should be conducted for a particular position depends on the novelty of the position and the currency of the most recent job analysis for that occupation. In here you will see in the notes, notes, if a position you seek to fill is unlike any other position in your Agency, then you should conduct a job analysis. If the nature of the position is such that it's requirements are likely to change with relative frequency, for example, IT positions, you should review is unlike any other position in your Agency, then you should conduct a job analysis. If the nature of the position is such that it's requirements are likely to change with relative frequency, for the position the position at least annually. And conduct a job analysis.

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The results of the job analysis should include a list of tasks and competency/ASAs associated with the job, as well as information regarding their importance and an indication of frequency with which these duties well as information regarding their importance and an indication of frequency with which these duties are performed.

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We have a Poll Question here. You can click here. You can click on the bubble.

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We will give you a few moments few moments to answer this question.

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Federal regulations provide that each employment practice of the Federal Government generally, and of individual agencies, shall be based on a job analysis employment practice of the Federal Government generally, and of individual agencies, shall be based on a job analysis to identify: Derrick Cooley, B, C, D. -- A, B, C, D.

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I will give you a couple of more seconds before I end the poll.

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Let's take a look at the results.

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The answer is, D, all of the the above. Job analysis identifies: Basic duties and responsibilities. Competency/ASAs required to perform the duties and responsibilities. Other factors important in evaluating calendar -- in evaluating candidates.

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What you have your JA you will document your findings, documenting early in a job analysis to conduct, keep results of our maintained exclusively for the position in question for this practice will help ensure the selection is current and valid. Currently the VBA uses VA Forms 0938a, 938 be, and 0938c to document job analysis. This will also be required as part also be required as part of your recruitment package when you said up recruitment requests. The OPM's Job Analysis Methodology, in particular OPM provides eight step model for creating a job analysis consistent with VA best a job analysis consistent with VA best practices. This methodology establishes a common language finalizing a describing jobs at all levels at all levels within an occupational field and provide a more realistic basis for matching persons with jobs. This common language is called competencies.

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Now we will get into what is a competency. A competency is a measurable pattern of knowledge, knowledge, skills, abilities, behaviors, and other characteristics that an individual needs in order to perform work roles or occupational functions successfully. In here we will talk about the OPM MOSIAC study and competencies. OPM has been conducting government-wide occupational studies for the past two decades. OPM has compiled a database of the studies called the Multipurpose Occupational Systems Occupational Systems Analysis Inventory close-ended, MOSIAC for sure. Through the studies, OPM has identify critical companies and tasks employees need to perform successfully in the early 200 federal occupations as well as for leadership positions. This should Semper Fi identify critical companies and tasks employees need to perform successfully in the early 200 federal occupations as well as for leadership positions. This should Semper Fi the job analysis process if you do happen to develop your own job analysis you can look at the MOSIAC and get own job analysis you can look at the MOSIAC and get a good idea what the companies are for your series. Here is a link to it right here. Once you get your PowerPoint you can go to it. We will go to the OPM's the OPM's Job Analysis Methodology. MOSIAC is not the only source source for job competencies. You can also write your own competencies develop them. You can also gather competencies from the following sources which include position descriptions, Classification Standards, subject matter experts, SMEs, performance standards, and occupational studies MOSIAC is considered an occupational study. You can develop your own competencies based on what you see fit from the job analysis. Now let's get into how competency competency should be written. Competency should be defined simply and clearly. Each competency single-mindedly identifiable character. You want to avoid steady a couple dancing in a way that would confuse it with the task. You don't want to make your competency a task. Make the competency definitions behaviorally based to the the extent the individual possessing that competency can be assessed through measurable behaviors. You want to want to use action verbs in your definitions. In the qualifiers such as thorough and

knowledge, considerable skill, or basic understanding are unnecessary. You do not need to add those to the beginning of your competencies. Here are some examples of good competencies that have been written and the competencies, these are pull directly from MOSIAC. They are pretty good in the MOSIAC and you can use some of these. Number one you will see reasoning. It goes into reasoning is as identifies regulations, laws, principles our relationships that explain FAQs, data or other information pertaining to claims processing of things like that. And then you can regulations, laws, principles our relationships that explain FAQs, data or other information pertaining to claims processing of things like that. And then you can use of that for yours when you develop your own JA, JA, to have an app that does example of a reason he. An example for decision-making. You have one here for oral communication. You can find all of these in reason he. An example for decision-making. You have one here for oral communication. You can find all of these in the Mosaic back. As you can see the format of these are where they are kind of broad and covers what is necessary to perform the job.

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Here I'm going to show you what to avoid when creating competencies for a position. You want to avoid position. You want to avoid single we're competencies with no explanation. For example, if somebody put reasoning, oral communication and did not elaborate on any of that then you want to avoid that. You want to avoid multiple competencies in one like all in written communication. You don't want to have will competency [Indiscernible]. Competency stated as a task. Again you don't want to make your competency sound like tasks. For example this one here conduct interview in person or by telephone with veterans cover presented as and advocates. That will be considered a task or a duty. Want to avoid that at all Again you don't want to make your competency sound like tasks. For example this one here conduct interview in person or by telephone with veterans cover presented as and advocates. That will be considered a task or a duty. Want to avoid that at all cost.

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Why is this important in a job analysis? A A successful job analysis will make the tasks of the position with the competencies required to be successful in completing those tasks. Task and competencies for the basis of the basis of a job analysis. Uniform Guidelines require that the the tasks and competencies relate to demonstrate the respective job relatedness of competencies. The linkage insures there is a clear relationship between tasks performed on-the-job on-the-job and competencies required to perform those tasks. You must reestablish language does the linkage between major duties and competencies in order to have a completed job analysis. Noted on the linkage got a good competencies, good duties, have to be clearly separate. We have a Poll Question number two. Which form does VBA use to document a job analysis?

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A, 0938a, B, VA Forms 0938a, 0938b, C, form 0938a, 0938c, D, VA Forms 0938c, 0938b, 0938c, or, E, none of the above.

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It looks like 97 got 96, 97% of you are saying B. We will give it a few more seconds. We will go ahead and end the pole. The answer is the, 97% of you answered it correctly. It's going to be be a form 0938a A, B, and C. That's a you will document your job end the pole. The answer is the, 97% of you answered it correctly. It's going to be be a form 0938a A, B, and C. That's a you will document your job analysis. Let us go ahead and go to the job analysis process. In the field when writing a job analysis this analysis process. In the field when writing a job analysis this is basically the recommended process for you to do. This will also ensure that that you have a complete and correct job analysis to send to the staffing HR Specialist. Stepone of the process is collect information. Collect information about the job. A good place to start is by reviewing existing materials that describe the work that is performed on-the-job. Such materials include: Penny Copp Subject Matter Expert, which is very is very important in this process, performance standards, occupational studies, and Classification Standards. We will get into more the

PDN subject We will get into more the PDN subject matter experts because those two are very important in the job analysis process for a correct job analysis. Also in Step one the MOSIAC task I competencies develop develop to OPMs occupations studies are a good source of information. I would say probably a very good source of of information. You may want to start there and look through there. It is critical to have knowledgeable a summons -- as of these in the these in the job analysis process. You have to select SMEs who know the job so that you can walk them through the job analysis process and have a correct job them through the job analysis process and have a correct job analysis process.

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Selecting your SMEs. Your SMEs which are subject matter experts should have knowledge of the occupational series the occupational series and the experience necessary to perform successfully in that series. It is recommended that three SMEs conduct three SMEs conduct the job analysis. If you are in HR liaison out in the field it is good to have, to select three SMEs from that series to conduct the job analysis for the job position you are trying to build Rick it's good to have an odd have an odd number of SMEs because you can have a tiebreaker. With two do not agree or agree to much.

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Okay Step Number two. Use the resources collected the resources collected in step want to initiate VA Form 0938a job analysis worksheet for tasks. This form will form will be used to develop the major duties, tasks involved with the position. What the tasks are tasks are developed; each individual task will be rated in terms of importance and frequency. Well-written tasks are developed from a combination of the PD in terms of importance and frequency. Well-written tasks are developed from a combination of the PD and SME input. I will show you hear this is VA Form 0938a. And to show you how this works is you can put the title position here. All of the position information goes information goes up. And you will have the scoring scale here. There is the scoring scale for [Indiscernible] here. The tasks will be here. You will number your tasks. And resources are going to be we had the task from. It can be a classification package, can be a PD, your SME. When you get to the scoring you will score importance and responsibility here with the scales offered at the top. That is VA Form 0938a. On the VA Form 0938a, had the SMEs individually rate the tasks once they develop them on the importance and frequency scales the importance and frequency scales provided on the worksheet. You want to eliminate the tasks that were that were rated as not perform. Once you finish brainstorming your task and you see it's not performed go ahead and remove those from that form. [Indiscernible - low volume] and why you want to have a half -- have SMEs so you can have a tiebreaker or majority on those tasks. Once you finish doing that compute an average rating for the remaining tasks. Exclude any 0 Once you finish doing that compute an average rating for the remaining tasks. Exclude any 0 not performed ratings from the average across all SME ratings for each task and each scale. Now you would identify the tasks that are critical for the job. This involves determining cutoffs for both importance cutoffs for both importance and frequency scales. The OPM recommends of the cutout be set at three or above three or above for both scales. This means that once you you scored it for frequency and for importance, the tasks that are three or are three or above just stay. Task three or above are considered critical for the job. I will go back here and show you again. Once you have your tasks here you can rate them importance of frequency. Of Of those are over three than they are considered critical for for the position. If any are under they can stay on the form but they're not going to be considered critical. Once you have that done you will move on to the next the next step which is to initiate VA Form 0938b job analysis worksheet for competencies. This is where you will where you will develop the competencies that go with your t ask. Required to perform successfully of of the job based on-the-job information collected and/or SME input, along with the the source of that information. This is our final Poll Question here.

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What is the name of the OPM developed Government-wide occupational studies compilation that identifies critical competencies and tasks? Is it A, 0938b; B, paint; C WaterColor; or, D perspective.

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Give you about 10 more seconds.

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We can go ahead and in the poll.

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Looks like 99.1% got it right. And one person thought it was. The answer is, A, MOSIAC. MOSIAC stands for Multipurpose Occupational Systems Analysis Inventory close-ended. I probably would've had named and that.

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Here describes the competencies. It's a great place to find develop competencies. It's probably the best place to develop them. Here we go, VA Form 0938b, this is what it looks like here. What you well do is position information here and your important scale here. Your needed entry skills will be here. Then distinguishing value skills will be here. You will also need to develop that that for each competency. Once again, list the number here. Your competencies will be will be here and then your sources which include SMEs, PD, and things like that. Once you have all of that listed you of that listed you will fill in the information here in these boxes. That is what VA Form 0938b looks like. On the VA Form 0938b you will have the SMEs individually rate the competencies competencies on the importance, need an entry, and distinguishing value scales. Average the SME ratings to reduce overall rating for each competency for ratings to reduce overall rating for each competency for each scale. What you determine the SME average ratings, identify which competencies are critical for the job based on important and need at entry. This involves determining cutoffs for each of the scales. Again, will be in recommends job based on important and need at entry. This involves determining cutoffs for each of the scales. Again, will be in recommends that the cutoff for the scales shown on the worksheet our three or bad for importance and two or blue -- or below for [Indiscernible]. What Jeff competencies that do not require a need of entry as much because you want to have a to have a large pool of applicants for these positions. Also competencies with average ratings that me the cutoffs are considered critical for the the job. The ones that are not you want to remove those. VBA, we keep about four to six competencies is usually usually a good number to have. The ratings on the distinguishing value scale may be used to guide your decision on which of the critical competencies to include in the assessment process. The recommended cutoff on the distinguishing value scales on the worksheet is three may be used to guide your decision on which of the critical competencies to include in the assessment process. The recommended cutoff on the distinguishing value scales on the worksheet is three or above. You want to get four really good competencies for your job analysis. Finally for competitive merit promotion you want to initiate VA Form 0938c worksheet for task and competency linkages. This is where you will take your competencies and make them to your scat -- tasks and score them and give give them a rating. Here you will see VA Form 0938c. I will go ahead and point out position information here at the top. You will have information here at the top. You will have scoring here. What you well do is is take the numbers and put them here for the task, the number for your task put them here. You can list your tasks can list your tasks out there. But then the competencies will be the number like what did they for five competencies. Then you will go to these and you will say, this is how important this is for job performance. You will go in and you would write each of the tasks with the competencies. Here is instructions on 0938c. In the task number column, by the numbers of the tasks that were identified as critical in Step one. But the competency numbers of the tasks that were identified as critical in Step one. But the competency numbers of the critical competencies, identified in step five across the top row. At-- have each SME work independently to read the read the extent to which each competency is important for effective task performance. SME ratings should be average to come up with an overall rating for each task

competency linkage. Recommended cutoff of three is recommended to determine which recommended to determine which competencies are linked to each task. And that in HR and SMEs should eliminate any tasks not linked to one or more competencies, and only competencies that are not competencies that are not linked to at least one task. There has to be a linkage. There are two additional steps for DE that we'll go through because they are doing the ranking and the rating. They had go through because they are doing the ranking and the rating. They had this assessment to do the ranking. Step seven of the competencies remaining at the end of Step six of the job analysis process eliminate companies that cannot be reasonably assessed with the VA rating schedule. Resulted competency will later be considered for assessment. Step eight: Determine which competencies will be used as selective and/or quality rating factors, if any. remaining at the end of Step six of the job analysis process eliminate companies that cannot be reasonably assessed with the VA rating schedule. Resulted competency will later be considered for assessment. Step eight: Determine which competencies will be used as selective and/or quality rating factors, if any. Once you had that selected ranking factors must be documented. To document use the SF-39A, request and justification for selective and quality ranking factors. You will not have to do this for merit promotion side. They have their own ranking.

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Here is some additional information. Once all steps have been completed, you will have completed the job analysis process. You completed, you will have completed the job analysis process. You will have your form Derrick Cooley, B, C. From your assessments will be able to be developed to use in examining procedures. Remember to select SMEs that are knowledgeable in their field. And in examining procedures. Remember to select SMEs that are knowledgeable in their field. And it's important. Having SMEs will make this process a lot easier for HR. And then a well-written PD is very beneficial also because a PD will have a lot of tasks tasks that you can developed -- they you can develop.

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Here are some benefits of having an accurate job analysis. It will improve Here are some benefits of having an accurate job analysis. It will improve your Time to Hire, because if you have an accurate job analysis in your recruiting package, the HR Specialist recruiting package, the HR Specialist can immediately begin work on that announcement I get it out to you as quickly as possible that have major duties, life experience and be able to do a company outs on that does competency on that shortening the time by a lot. You love company outs on that does competency on that shortening the time by a lot. You love uniform announcements, meaning basically once you come up with a rating plan based on job analysis you analysis you will have announcements that are uniform. The major duties will be the same the same in your competencies will also match so that in the future when you have positions, that will all be used. Then you will be able to select highly qualified candidates. Highly qualified candidates are candidates that match the will be able to select highly qualified candidates. Highly qualified candidates are candidates that match the competencies, I they also have produced those tasks. You will be able to have good candidates, a large pool of candidates if if you have good competencies in the ratings. Then you also have focused specialized experience. You have the major duties already done your tasks, tasks, in the specialized experience with the crediting plan. The job announcement will help you in all of these fields. Here is the reference page. What we went over today, here here you will have it and you can see CFR part part 1607, Uniform Guidelines on Employee Selection Procedures dated 1978. Here is a link to the RPM MOSIAC. Again, I want you guys to use the MOSIAC to use the MOSIAC because it was developed by opium for us to use and it's very good. DEU Handbook you will now have step-by-step guidance for the job analysis process in there. Then there is a link at the bottom for the VA Forms. The forms, a link at the bottom for the VA Forms. The forms, this page actually is our VA Forms and all you have to do to do is type in the form you are looking for, hit search then it will pull up 0938a BC. That concludes the presentation. I believe the PowerPoint is going to be put up so that you can download it. Once we finish this we will go ahead and take questions and answers.

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Thank you, very much. This is, Michael Liesch. Once more, we've just put up the files for download. I was show you briefly how to get those. First and foremost, you will have to select the name of the file and a pod that shows right below these slides. Once you click on the name it will highlight blue. Not until will have to select the name of the file and a pod that shows right below these slides. Once you click on the name it will highlight blue. Not until you click it and it is highlight will you be able to choose the download file button. Make sure that you click job will you be able to choose the download file button. Make sure that you click job analysis presentation S eptember 2420 person 2.0. What you click the download file a new pop window will come up and am I be in [Indiscernible] in [Indiscernible] or Internet Explorer but a browser will open and open and you will have to choose, like to download right by the green arrow you see the button there. What you have that pop-up window then you will have to click to download. I will go over one briefly but once you hit that it is kind of standard saving -- while 70 process. There will be a bar that shows at a bar that shows at the bottom of the screen and choose either side of the button next to save as save as. If you choose save as you will get to pick the location on your computer of where you want that you want that file to be saved. Once you hit next, okay, or side you can open the file directly from that bar. Just to show you once more the procedure. You will first choose the name of the file in the pod below the slides and choose, download files once highlighted in blue. The pop-up The pop-up window will appear and you choose, click to download. At the bottom of the page a bar will show up asking you to you to save or save as. You can locate the file that way. Summary, place the file wherever you want. This pod is going to be left is going to be left up even during the Q&A. I wanted to give you a to give you a quick step by step on these instructions. At this point I will hand it back over hand it back over to our presenter.

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We will take questions for the Q&A session.

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This is Michael Liesch again. The questions, for purposes of Q&A to make sure that we address all questions were easily, instead of typing them in the group chat that has been up throughout the presentation there is another tap bar in the Q&A pod. It is mostly white space right now. At the bottom of the whitespace is a chap bar. That makes it a little easier for us to identify which questions have been answered already. Be sure to there is another tap bar in the Q&A pod. It is mostly white space right now. At the bottom of the whitespace is a chap bar. That makes it a little easier for us to identify which questions have been answered already. Be sure to use that Chat Box in the middle of the screen.

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A question come through here. I fund that times of the day competencies do not match up with the competencies that are are in U.S. staffing. Is this a question for you?

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Yes, so the job analysis competencies do need to match the job announcement because those competencies are basically part of your plan. When you develop the job analysis those competencies are going to be the ones, should be the ones ones that show up on USA Staffing for the announcement.

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Do you have any strategic comments/Lessons Learned on JAOs?

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I would say, you want to make sure that you have a clear separation between tasks and competencies. SMEs is pretty organic when when you have an SME, when developing JA's. So that when you develop a JA, having SMEs it just kind of happens and it will have duties, tasks. From those tasks you can match it up with MOSIAC or you can write your own own competencies from the tasks. Strategic was you really want the SMEs, and you want to kind of supervise them, not supervise the kind of act as the go-between between HR in the field to kind of get them focused on the tasks.



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Are you send that ?

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No Ma'am. You do not have to get competencies from MOSIAC. MOSIAC is a really good resource. You can actually write your own competencies based on your own competencies based on the format that was given in the presentation. You can also Google the job and see if there is any competencies that have been written out there for there is any competencies that have been written out there for that job.

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Some critical tasks [Indiscernible - low volume] would be below the frequency of three -- [Indiscernible - low volume] included as they are very important to the position?

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Importance, if it's very important important than your importance should be over the Number three. But But if you wanted to include your tasks that are below three you can still, you can still include them on there. It's just it probably will not show up on the announcement.

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It's recommended that you do remove them if they are less than three.

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If a task is rated can still include them on there. It's just it probably will not show up on the announcement.

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It's recommended that you do remove them if they are less than three.

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If a task is rated extremely important [Indiscernible - low volume], which competency should it fall in?

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When you are developing the linkages it is fall in?

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When you are developing the linkages it is more important, if important for more than one competency it is a task. competency it is a task. That task should be included. The competencies will also be included. It's not exactly how it would fall under in any certain competency. It would just be a task for most competencies.

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I formally work with the unit and [Indiscernible - low volume] competencies. We would have to search to find it will we thought was close to what is a B an nonspecific. What would you suggest in this c ase? [Indiscernible - low volume]

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That is why we are having the training now so we can be uniformed on-the-job analysis we are having the training now so we can be uniformed on-the-job analysis process. It HR liaison developing the analysis of the feel that with the SMEs then the competencies should absolutely match what you're going to use for the announcement. You should not have to go through all of that. And also if you're talking about like [Indiscernible] assessment than they are built in.

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[Silence]

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Just to clarify that I can lead Derrick Cooley answer that also.

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Brandon this is Derrick Cooley. I follow up to your question. I think I understand what you are asking. You're asking because of asking. You're asking because of the full assessment and you've got to search in the competencies that that are already built in USA Staffing. I know that is what you are talking about. In

that situation they that situation they are not going to match because they want they created at that that level, so the best thing you can do at that point is try do at that point is try to match it to the best of your ability, but like you already said they are not going to match based on what is already built in U.S. staffing.

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Next Greg. Almost a graded positions, do you do a Saturday as for each grade or [Indiscernible - low volume] always?

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I've seen it done both ways. I don't know the VBA way, maybe, Derrick Cooley, do you know by chance?

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It can go both both ways. You develop for each grade level or you develop for the full performance grade level.

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They want to do that I did when I was in VBA was for each level, so if you had VBA was for each level, so if you had a VSR set nine, 10, you would develop a job analysis at seven, at nine and then at the 10.

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I just saw Nora put, during the OPM audit we we're told to do a JA for each level.

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I think Tracy has a question. [Indiscernible - low volume] to find a competency to match on the JA. [Indiscernible - just saw Nora put, during the OPM audit we we're told to do a JA for each level.

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I think Tracy has a question. [Indiscernible - low volume] to find a competency to match on the JA. [Indiscernible - low volume].

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Okay, okay. No problem.

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If there is no other questions, that concludes the presentation. If there is any questions that you have developing a JA or anything like that like that send me an e-mail and I would try to answer them as best as I can.

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Thank you, everybody.

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Thanks, Robert. We are going to leave the session open so that everyone can get an opportunity to download the PowerPoint slides before we close out today's training session.

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On behalf of Denise Williams, Supervisor for HRTT, we would like to thank you all for taking time out of your day this afternoon to join as for the Septembers training. out of your day this afternoon to join as for the Septembers training. We look forward to your participation next month. What's again, thank you all, and have a great rest of your VBA day.

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