Purpose of the selection procedure:	☐ New Hire	☐ Transfer/Promotional Opportunity
Method(s) used to analyze the job:	☐ Questionnaire ☐ Interview	☐ Observation
	☐ Other: _____	

Notes:

Job Analysis Study completion date:	10/4/2014 (LO)

Recruiting Strategy:

Notes: see recruiting plan

Knowledge, Skills, & Abilities (KSAs) to be Assessed Based on the Job Analysis:

1. Knowledge of practical application of engineering science and technology.
2. Knowledge of transportation engineering.
3. Knowledge of design techniques, tools and principles involved in the repair of the construction roads.
4. Knowledge of materials, methods and tools involved in the construction and repair of roads.
5. Knowledge of state and federal aid for streets and bridges program process and construction related issues.
6. Knowledge of computer software programs including CADD, Microstation, Microsoft Excel, Word and Outlook and Adobe Acrobat Professional.
7. Knowledge of the structure and content of the English language including meaning of words, spelling of words, rules of composition and grammar.
8. Knowledge of business management principles such as leadership techniques and coordination of people.
9. Knowledge of project management principles.
10. Skill in providing customer service to internal and external customers.
11. Skill in identifying complete problems, reviewing information, evaluating options and implementing solutions.
12. Skill in exercising good judgment and decision making by considering costs and benefits of potential actions.
13. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
14. Ability to listen and understand information and ideas through spoken words.
15. Ability to communicate information and ideas in writing clearly so others will understand.
16. Ability to evaluate information to determine compliance with standards.
17. Ability to read and comprehend technical documents such as survey reports, maps, drawings, blueprints, aerial photography.
18. Ability to communicate orally with supervisors, peers, elected officials, the public and vendors.
19. Ability to explain technical concepts and documents to others.
20. Ability to prepare technical reports.
21. Ability to plan and coordinate work.
22. Ability to manage time efficiently to accomplish work.
23. Ability to manage simultaneously multiple projects with various stages.

Types of Instruments:

KSAs:	T&E Rating	Oral Board	Written Test* *Include Q. #s for each KSA tested.	Performance Exam	Written Exercise	Other: _____
1.		X				
2.		X				
3.						
4.	X					
5.	X	X				
6.	X					
7.		X				
8.		X				
9.		X				
10.		X				
11.						
12.						
13.						
14.		X				
15.		X				
16.		X				
17.					X	
18.		X				
19.					X	
20.		X			X	
21.		X				
22.		X				
23.		X				
% KSAs:	____ % or ____ Q	____ % or ____ Q	____ % or ____ Q	____ % or ____ Q	____ % or ____ Q	____ % or ____ Q

Scoring Model:	
☐	**Compensatory Model** *(A high score on one predictor* can substitute for or compensate for a low score on another predictor*.)*
☐	**Non-compensatory Model** *(A minimal level of competency is required on each predictor, e.g., a failing score on one predictor* cannot be offset by a high score on another predictor*.)*
☐	**Multiple Hurdles Model** *(Two or more exam instruments are used in the exam plan. A candidate must receive a passing score on one instrument before advancing to the next instrument. A candidate's score is based upon the score earned in the last hurdle.)*
☐	**Combined Model** *(Two or more exam instruments are used in the exam plan. A candidate must receive a passing score on one instrument before advancing to the next instrument. A candidate's final score is a <u>weighted combination</u> of the scores from each of the individual exam instruments.)*
	*__*Predictor =__ Exam question, exam subtest, or exam instrument*