



**OFFICE OF CIVIL SERVICE HUMAN RESOURCE MANAGEMENT (HR/CSHRM)
GATEWAY TO STATE JOB ANALYSIS**

Clear boxes - completed by the Hiring Official		Blue shaded boxes - completed by or in consultation with the HR Specialist.		
Position (Title, Series, Grades(s))		Position Description Number		Vacancy Announcement Number
Bureau	HR Specialist		Phone	
Name of Subject Matter Expert / Selecting Official			Phone	
Sources used for Question Development (mark all that apply):				
<input type="checkbox"/> PD <input type="checkbox"/> Subject Matter Expert <input type="checkbox"/> OPM <input type="checkbox"/> Question Library <input type="checkbox"/> Other _____				
Column 1	Column 2		Column 3	
List 3 to 4 Major Duties and Up to 4 Essential Tasks for each duty	What Percentage of time is spent on this duty? <i>(Must total 100%)</i>	Rank the Importance of this duty H=High M=Medium L=Low	KSAs and Competencies Identify which knowledge, skills, abilities (KSA) and competencies (e.g. K1, K10...) are required to perform this essential duty. For most jobs, these may be selected from the Gateway to State question library at < https://jobs1.quickhire.com/scripts/dos.exe/admin > <i>(ID and password required)</i>	Questions Identify which Questions from the Gateway to State Question Library will assess this KSA or competency <i>(e.g. Q1, Q9...)</i> .
Major Duty 1 and Essential Tasks				
			Total scored questions for Duty 1 _____ of _____	
			Total points for Duty 1 = _____	

Column 1	Column 2		Column 3	
Major Duty 2 and Essential Tasks	% of Time	Importance	KSAs and Competencies	Questions from Library

Total scored questions for Duty 2 _____ of _____

Total points for Duty 2 = _____

Column 1	Column 2		Column 3	
Major Duty 3 and Essential Tasks	% of Time	Importance	KSAs and Competencies	Questions from Library

Total scored questions for Duty 3 _____ of _____

Total points for Duty 3 = _____

Column 1	Column 2		Column 3	
Major Duty 4 and Essential Tasks	% of Time	Importance	KSAs and Competencies	Questions from Library

Total scored questions for Duty 4 _____ of _____

Total points for Duty 4 = _____

Column 1	Column 2		Column 3	
Major Duty ___ and Essential Tasks	% of Time	Importance	KSAs and Competencies	Questions from Library

Total scored questions for Duty ___ _____ of _____

Total points for Duty ___ = _____

Column 1	Column 2		Column 3	
Major Duty ___ and Essential Tasks	% of Time	Importance	KSAs and Competencies	Questions from Library

Total scored questions for Duty ___ of ___

Total points for Duty ___ = ___

List any Selective Placement Factors	Maximum value of Questions		Total Points
	Major Duty 1		
	Major Duty 2		
	Major Duty 3		
	Major Duty 4		
	Major Duty _____		
	Major Duty _____		

FOR USE OF CATEGORY RATING ONLY:

Note: Category and score columns are standard and cannot be altered. Refer to the Department's Category Rating policy for score ranges.

Category	Score	Quality Category Definitions
Highly-Qualified (HQ)	____ and above	In addition to receipt of a score of _____ and above on the overall assessment, candidates rated "Highly Qualified" must demonstrate experience <i>(place job specific category definition here)</i>
Well Qualified (WQ)	____ through ____	In addition to receipt of a score of _____ on the overall assessment, candidates rated "Well Qualified" must demonstrate experience <i>(place job specific category definition here)</i>

Category	Score	Quality Category Definitions
Qualified (Q)	_____ through _____	In addition to receipt of a score of _____ <i>(place job specific category definition here)</i>
Comments		
_____ Name of Hiring Official		
Signature of Hiring Official		Date (mm-dd-yyyy)
