

The Job Task Analysis (JTA) Process

The Job Task Analysis Process – A Primer

Introduction

The Job Task Analysis (JTA) is the most widely accepted and nationally used process for determining valid job content and employment requirements.

It is used to:

- Construct accurate and valid Job Descriptions
- Define valid and defensible position duties and responsibilities
- Define necessary knowledge, skills and abilities, required for minimally competent job performance (KSA's)
- Determine valid entry level job requirements
- Determine legitimate medical and/or physical job requirements
- Support testing and other employment related issues (such as basic work requirements)
- Develop and/or validate training curricula

It is based on several basic concepts:

1. That anything which materially effects job selection and retention must be clearly based on valid job requirements (required qualifications, job testing of all sorts, performance expectations, etc.).
2. That anything which materially effects job selection and retention is subject to federal and state regulation under various acts such as Equal Employment Opportunity/Affirmative Action (EEO/AA), and the Americans with Disabilities Act (ADA), and as such cannot be discriminatory in intent or impact, unless a clear job necessity can be proven for the requirement(s).
3. That the people who are actually doing and directly supervising a given job are in the best position to understand its requirements and to describe it.
4. That properly constructed scientific inquiry and the appropriate statistical analysis of inquiry results serves as the most reliable and accepted form of demonstrating the validity of the basis for setting job requirements.

While there is considerable variation in how actual JTAs are done, generally, there is a set structure that most analysts follow.