**Job Analysis**

**Instructions**

Job Analyses (JAs) are titled by Post Order and facility/prison. Once you have identified the JA you are looking for please follow the steps below to prepare it for your specific situational needs. If a JA was not prepared for the post you are looking for, please follow the other steps outlined so that you can use an existing JA as a resource to prepare a new document. Should there be any specific questions and are not addressed in the instructions, please contact Eastside Vocational Services, the contracted developer of the original documents, for further direction and/or assistance.

**Use an Existing JA**

1. Identify JA that represents Post Order/Facility.
2. Please send this document to the appropriate supervisor to confirm that the essential functions and physical demands of the position have not changed.
	1. If there are no changes, please proceed with #3.
	2. If there are minor changes, please proceed with #3 and there will be further directions on where to document them.
	3. If there are major changes, please stop & proceed with the next set of directions for preparing a new JA.
3. Review job qualifications and determine if there are any changes/additions.
	1. If there are no changes/additions, please proceed with #4.
	2. If there are minor changes/additions, please proceed with #4 and there will be further directions on where to document them.
	3. If there are major changes, please stop & proceed with the next set of directions for preparing a new JA.
4. Add claim/referral information.
	1. Areas that are editable will appear in yellow and consist of the following:
		1. Worker – first page and header of subsequent pages.
		2. Claim # - first page and header of subsequent pages.
		3. Assigned VRC – this may remain blank if there is no current vocational referral.
		4. Presenting VRC – this may also remain blank if there is no current vocational referral.
		5. Employer Notes – this is where you will be able to document any minor changes or additions to the essential functions, job qualifications or physical demands. This section can also be used to make any notes regarding possible modifications and/or reasonable accommodations that may be possible.
		6. Employer Verification – this is where the appropriate personnel from the DOC would sign and date confirming updated review and approval for use.
		7. Worker Verification – this is optional and can be presented to the worker for review and signature and/or can also be deleted if necessary.
5. Present to appropriate party, including but not limited to a vocational counselor, physician, the Dept. L&I, etc.

**Use an Existing JA as a Template for a New JA**

1. Identify the best fit Post Order/Facility JA for a template to start with. Pay special attention to the fact that there are different DOT titles/codes for Correction Officers vs. Sergeants/Lieutenants.
2. Ctrl+A to select all and Ctrl+C to copy.
3. Open a blank Word document and Ctrl+V to paste in the information.
4. IMPORTANT STEP: DELETE all information that references Eastside Vocational Services work on the original JA.
	1. Company logo and contact information in header.
	2. Analyst information, date and contact person on first page.
	3. ‘Note’ information after the physical demands references that the information was collected on-site so if this new JA is not collected on-site then this will need to be modified.
	4. Analyst information and Signature after ‘Note.’
5. From there, you are able to modify the document as needed to present to appropriate parties, including but not limited to a vocational counselor, physician, the Dept. L&I, etc.