An occupational analysis is a process that **systematically analyzes a job**. A panel of **high performing incumbent workers** performs this analysis during a one or two day focus group workshop. Under the direction of a **neutral facilitator**, the panel analyzes their job-related tasks while using a **modified brainstorming** process that encompasses a **storyboarding technique**.

The panel’s efforts result in an **occupational chart** (profile), which describes a job in terms of specific duties and tasks that competent workers must perform. A **job task** is defined as a unit of observable work with a specific beginning and ending point that leads to a product, service, or decision. The initial occupational chart is validated by subsequent panels of workers to help ensure accuracy and completeness.

Although there are many methods for developing training programs, two characteristics distinguish this focus group process from other methods:

- **Incumbent workers from the occupation, analyze their own job**
- **Results are produced in a graphic format**

Since the occupational profile chart provides an excellent source for analyzing the tasks within a job, many agencies use it as their preferred method for program and training development. These versatile charts also can be used to help develop standards, recruiting material, position description and performance checklists. It is a fast and cost-effective method to analyze a job. All panelists who participate will receive a final copy of the profile.

### TASKS

- Check tire air pressure
- Check the car fluid levels
- Wax the car exterior
- Wash the car exterior
- Vacuum the car interior
Frequently Asked Questions:

What should I bring?
Bring an open mind and a willingness to cooperate. Please do not bring any resource materials or policy manuals.

What will I be asked to do?
You and the other focus group members will be asked to describe your job by identifying the following:
- The major duties you perform
- The tasks included in each duty
- The knowledge and skills needed to perform well in the job
- The personal traits needed to be successful in this work

Can I see a sample duty & task list?
If one of the duties of your job was to maintain the automobile then this might be your duty and task list:

<table>
<thead>
<tr>
<th>DUTY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Automobile</td>
<td>Wash car exterior</td>
</tr>
<tr>
<td></td>
<td>Vacuum car</td>
</tr>
<tr>
<td></td>
<td>Wax the car</td>
</tr>
<tr>
<td></td>
<td>Check the car fluid levels</td>
</tr>
<tr>
<td></td>
<td>Check tire air</td>
</tr>
</tbody>
</table>