

**ARKANSAS WEATHERIZATION PROGRAM
INSTRUCTIONS FOR COMPLETING
JOB TASK ANALYSIS FORM**

Each employee must fill out a JTA form pertaining to their classification (i.e. Energy Auditor, Quality Control Inspector, Retrofit Installer, etc.). If an employee fulfills multiple roles he/she can complete more than one JTA.

The JTAs catalogue the knowledge, skills, and abilities that a practitioner needs in order to perform a given job effectively and safely. They define what a home energy professional needs to know in order to do the job correctly.

When filling out the JTA form please read the brief ***Definition*** box to determine the best classification for each employee working in the weatherization program. The *Definition* provides a brief overview of the role and responsibilities of a specific classification.

PLEASE FILL OUT THE FOLLOWING

1. *Name*: Name of the employee who is employed under this classification.
2. *Years of Experience in this Capacity*: State the number of years the employee has been employed under this classification.
3. *Education Level*: State the highest level of education completed.
4. *Credentials*: List are credentials the employee has pertaining to his/her hired position.

Terms

1. *Domain* is a specified knowledge.
2. *Task* is work to be done or undertaken.

PRE-POPULATED FIELDS

According to the National Renewable Energy Laboratory (NREL) there are certain knowledge, skills and abilities (KSAs) that are needed for each practitioner in order to perform a given job. Under each domain these KSAs have already been pre-populated for each task.

PLEASE FILL OUT THE FOLLOWING

Training Provided:

- This column is for the training that has already been provided.
- Remaining training sessions left in column should be training attended by employee ONLY. Any training sought outside of the organization can be added to this column if it addresses the required KSA for each task.

Rating: For Official Organization use – (this rating will be based on Agency job performance evaluations, past state monitoring, accuracy of program and client files, test results, field observations, etc.)

Recommended Training: To be completed by the Weatherization Director. Please review the specific JTA and the required KSAs along with the attended training and skill level of each employee to determine needed training.