

**QUALIFICATION STANDARD  
JOB ANALYSIS WORKSHEET**

Job Title \_\_\_\_\_ Unit \_\_\_\_\_  
 Pay Plan-Series-Grade \_\_\_\_\_ Location \_\_\_\_\_  
 PD# \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's Name, Signature, Date

**COLUMN 1, SPECIALIZED EXPERIENCE – What specialized experience is required to successfully perform the major functions identified in the position description? (Used to determine minimum qualifications)**

**COLUMN 2, KNOWLEDGE, SKILLS AND ABILITIES – For each specialized experience list the knowledge, skills, and/or abilities which will be used to determine the best qualified candidates from which selection will be made.**

1)	
2)	
3)	
4)	
5)	

**DIRECTORATE OF HUMAN RESOURCES - USE ONLY**

Signature (Human Resources Specialist – Staffing) \_\_\_\_\_ Date \_\_\_\_\_