

JOB ANALYSIS FORM		ORGANIZATION	JOB NO.	PAGE NO.	NO. OF PAGES
POSITION TITLE		AGENCY PERSONNEL SPECIALIST <i>(Telephone number)</i>			
SERIES, GRADE	SUBJECT MATTER EXPERT <i>(Typed name and extension)</i>				
JOB ACTIVITY <i>a</i>	KNOWLEDGE, SKILLS AND ABILITIES <i>(KSA's)*</i> <i>b</i>	RELATIVE IMPORTANCE OR WEIGHT** <i>c</i>	EVIDENCE OF KSA <i>d</i>		

*Identify mandatory KSA's with symbol (M).

**Most Important = 1; Important = 2, Least Important = 3.