

Talxcellenz® Job Analysis Process

Metrics Reporting created the Confirmatory Job Analysis process and the Talxcellenz® web-based tool in order to improve our ability to define job-related competencies that reliably inform the work of educators, workforce professionals, and talent acquisition teams. We rely on openly available O*NET data to facilitate a low-cost, efficient, and reliable job analysis process.

These processes and tools have been critical to regional initiatives that have attained excellent outcomes for individuals and employers alike, allowing stakeholders to develop local talent, reduce turnover in high-demand jobs, and increase diversity in the workforce.

The Talxcellenz® Website

The Talxcellenz® website allows users to define job families and organize related O*NET data in practical ways. A job family is a set of jobs that are logically grouped by similar characteristics: knowledge, skills, abilities, behavioral skills, training requirements, education level, compensation and other factors.

O*NET has comprehensive data on hundreds of job-related characteristics – so much that it is often overwhelming for users. The Talxcellenz® website produces job analysis reports that organize the data in several useful ways, including:

- **A Generalized Occupational Competencies List** that gathers the technical knowledge and skills that are aligned with each job family.
- **A Tools and Technology List** that provides a general list of tools and technology used in the specific job family under review.
- **A Foundational Competencies List** that contains the skills and behaviors related to the performance of the tasks required by the job.
- **A Credentials List** that includes credentials recognized, recommended or required by employers.

Job analysis reports are helpful for updating job descriptions and job postings, and for creating or improving curricula for education and training purposes.

Talxcenz® O*NET-based Confirmatory Job Analysis

Talxcenz® Confirmatory Job Analysis provides a reliable, fast, and cost-conscious process for determining job-related competencies. Job analysis is a family of procedures used to identify the content of a job in terms of the activities involved in the work, the competencies of the individuals that do the job, and the job requirements needed to perform the work activities.

The process consists of three main steps:

1. Prepare job analysis reports using the Talxcenz® website for a defined job family.
2. Review the reports with subject matter experts (SMEs) in an SME session.
3. Distribute the final job analysis reports to stakeholders such as partner employers, community colleges, workforce agencies and more.

Use Cases and Examples:

- **Employer-specific job analysis.** Mercy Health in west Michigan used our confirmatory job analysis process to identify job-related competencies, define job requirements, and improve their selection system. Using this data, they significantly reduced turnover and increased diversity.
- **Consortia-style job analysis.** West Michigan Works! workforce agency has a full-time job analyst organizing their “100 Hot-Jobs” into job families. Industry councils vet the associated competencies, career pathways are developed, and individuals are matched with good jobs.
- **Curriculum development.** College of Western Idaho in Boise used the job analysis process to improve skills-based learning for ESL students entering healthcare jobs.
- **Career Coaching.** Our process makes it easy to use O*NET to bring the world of work in front of individuals searching for their next opportunity. Coaches can develop awareness of individual’s current competencies, and help find a path to good days at work. The principles of our approach have been automated in the SkillsFirst platform.

Talxcenz® Job Analysis Training

Metrics Reporting offers two ways to help you get started:

1. Two Talxcenz® Licenses + Standard Webinar Training. License contracts will be renewed on an annual basis. The webinar covers:
 - Job Analysis: What is it and how can we use the results?
 - Job Grouping: Using the O*NET to create job families
 - Talxcenz® overview: Thorough functionality of the website
 - Job Analysis Reports: Overview of the report produced by Talxcenz®
 - Subject Matter Expert Sessions: How to review reports in SME sessions
 - Each registered user receives a copy of the Talxcenz® Job Analysis Guidebook
2. Two Talxcenz® Licenses + In-depth Training + Consulting Support. The training model includes all features of the Web Training model. In addition, it includes on-site consulting to support a regional job analysis project from beginning to end. Consulting may include any or all of the following activities:
 - Support project team in defining scope of the project
 - Active participation in job grouping for up to three job families
 - Additional support with Talxcenz website if needed
 - On-site visit to facilitate multiple SME sessions and train regional facilitators

For more information, please contact:

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