

Best Practice Standard Work Sheet			
Process:	Job Analysis Questionnaire Workflow for Post-Offer Exam Review		Process Step: Role 1 of 1
Owner:	State Risk Management Division		Date: 2/9/2018
			Revision #: 1
Who:	Agency Human Resources, RMD Loss Prevention		
Summary: During the evaluation period of the post-offer exam the State Agency will have the opportunity to request a job analysis. The Agency will need to complete a <i>Job Analysis Questionnaire</i> to begin this process. This form outlines the standard work associated with that process.			
Resources:	<ul style="list-style-type: none"> • State Risk Management Division, Occupational Health Services website (RMD/OHS) • Job Analysis Questionnaire form 		
Frequency	Action		Action Detail/Key Points
As Needed	1	HR or hiring manager identifies a job hazard associated with an essential function of a job	<ul style="list-style-type: none"> • Hazard is defined under the guidance of NIOSH/ OSHA standards. • Hazards will be assessed by RMD Loss Prevention (LP on an individual basis.
	2	Download and complete the Job Analysis Questionnaire (JAQ)	<ul style="list-style-type: none"> • HR or hiring manager will download and complete the form available on the RMD/OHS website. • Instructions on how to complete the self-assessment form are also provided.
	3	Obtain required reviewers	<ul style="list-style-type: none"> • Once the sheet is completed, ensure those listed (under Roles) have reviewed/assessed the job position and questionnaire, then complete the designated fields (name, title, date, contact).
	4	RMD LP receives questionnaire and delegates the review to most qualified person on the team	<ul style="list-style-type: none"> • If there are any discrepancies or red flags, the individual reviewing the questionnaire will reach out to the contact on the sheet via email before continuing the assessment. • To maintain standards, all communication at this point should be done in writing.
	5	RMD LP will use standard criteria to assess hazards	Guidance in assessing hazards can be pulled from: <ul style="list-style-type: none"> • Industry standards • Evidence based sources provided by OSHA/NIOSH
	6	RMD LP will decide the status of the hazard	<ul style="list-style-type: none"> • Mitigation of the hazard is the preferred best practice. • Additional resources or information may be needed to make the final decision.
	7	(optional) Schedule Job Hazard Analysis (JHA)	<ul style="list-style-type: none"> • If a JHA must be conducted on site, an LP consultant will work with agency safety staff and conduct an in-person JHA.
	8a	If <u>No</u> hazard is identified,	If LP determines that there are no hazards, then post-offer exams for that position will be discontinued immediately.
	8b	OR , if there <u>is</u> a hazard identified	<ul style="list-style-type: none"> • If LP determines there is a hazard that <u>can be mitigated</u>, LP will work with the Agency and their safety staff to develop the change in operating procedures to ensure employee safety. • If a hazard <u>cannot be mitigated</u>, LP will work with the Agency to establish a functional exam if appropriate.