

**A Job Task Analysis (JTA) helps us identify all the tasks involved in your job. With this information, your employer can better understand what knowledge, skills, and abilities are needed for your job. This helps employers write accurate job descriptions, be strategic in their workforce recruitment efforts, set clear expectations for employees, and evaluate employee performance. Information from a JTA can also help determine what type of training or support you might need to best perform your job.**



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### Here are the common steps in a JTA:

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- 1 A group of mid to senior level managers lists the domains, or responsibilities, of a particular workforce.
- 2 The group then lists common job tasks for each domain.
- 3 This list is used to create a survey that is sent to people in the workforce. The survey asks how often a person performs each job task and how important they think each task is to their job.
- 4 The survey responses are analyzed to determine which tasks are most common and most important for the workforce.
- 5 The results are shared with the workforce, including employers.

The Disease Intervention (DI) Job Task Analysis aims to clearly define the tasks and responsibilities of DI jobs across the country. With data from the DI Job Task Survey, health department leaders will be better able to plan for and support their workforce. Schools and training programs may also use the information to make sure what they teach is in line with what DI jobs actually entail. The ultimate goal of this JTA is a well-prepared, highly functioning DI workforce.

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