What is a Job Task Analysis (JTA)?

The Adjudicator Professional Certification (APC) undergoes a full JTA at least every five years to ensure the assessment content is current and valid. The JTA process is a vital step in the maintenance of a certification program to ensure the assessment correctly reflects the major job duties, knowledge, and skills needed to successfully perform in the work role. These major job duties, knowledge, and skills are combined into a document called a Skills Standard. Certified members of the community are involved throughout the JTA process to identify where updates or changes are needed based on updates to Department of Defense (DOD) policy, as well as their own firsthand expertise. Once certified members identify what changes are needed, the information is formatted into a survey and distributed to all current APC certificants to validate the proposed changes. The Certification Program Technical Agent (CPTA) analyzed the results of the survey and presented to the Adjudicator Certification Governance Board (ACGB) for final approval.

JTA Process and Results

In September 2021, the CPTA reviewed and mapped 27 documents to the current APC Skills Standard. Results of the legacy document review indicated overall support for the APC Skills Standard.

In October 2021, the APC Program Manager and CPTA facilitated four workshops with 12 certified APC members from the DCSA, DIA, NGA, and NSA to review and discuss the results of the legacy document review and to collect feedback and recommendations on changes to the APC Skill Standard. At the end of the four workshops, the certified APC participants recommended several minor wording updates to existing content and the addition of one new knowledge area (i.e., Reciprocity).

In April 2022, the APC Program Manager and CPTA developed and distributed a JTA survey to the APC population to validate the recommendations made by the certified participants during the workshops. CDSE received 176 valid survey responses from the community (i.e., response rate of 25%). The results of the survey revalidated the existing Skills Standard and revealed the community agreed with the minor wording updates to existing content and the addition of the new knowledge area, Reciprocity.

In July 2022, following the analysis of the JTA survey, the APC Program Manager and the CPTA facilitated workshops with six certified APC participants (representing DCSA, DIA, NGA, and NSA) from the October 2021 workshops to address the addition of Reciprocity to the APC Skills Standard and the resulting changes to the assessment blueprint. A newly modified assessment blueprint was agreed upon by the certified participants and approved by the ACGB in October 2022.