



### **What is a Job Task Analysis (JTA)?**

The JTA process is a vital step in developing and maintaining a certification program to ensure the assessment correctly reflects the major job duties, knowledge, and skills needed to perform the work role successfully. The Physical Security Certification (PSC) undergoes a full JTA at least every five years to ensure the currency and validity of its assessment content. These major job duties, knowledge, and skills are combined into a document called a skill standard, consisting of the Essential Body of Work (EBW) and the Essential Body of Knowledge (EBK). The EBW contains the job functions (henceforth called “accountabilities”) necessary to perform the work, and the EBK contains the knowledge necessary to perform accountabilities in the EBW.

Certified members of the community are involved throughout the JTA process to identify where updates are needed based on changes 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 PSC certificants, henceforth subject matter experts (SMEs), to validate the proposed changes. The Certification Program Technical Agent (CPTA) analyzes the results of the survey which are presented to the Department of Defense Security Training Council (DSTC) for final approval.

### **PSC JTA Process and Results**

In spring 2019, to initiate the JTA process, the CPTA reviewed PSC documentation and relevant policies to identify potential updates to PSC skill standards content, resulting in a list of potential additions that were compiled for review during a workshop with SMEs.

The Security Professional Education Development (SPeD) Program Management Office (PMO) and CPTA facilitated a workshop with three DoD Physical Security SMEs to review these potential additions and revise the skill standard. This workshop resulted in a provisional skill standard with two new EBW accountabilities and 18 new EBK topics, which would be validated through a survey of the certified community.

The SPeD PMO and CPTA developed the JTA survey, which was distributed to all 373 current PSC certificants from June 27, 2019, to August 30, 2019. The SPeD PMO received 180 valid survey responses from the community (i.e., response rate of 47.8%). The CPTA analyzed survey data to determine which elements of the skill standard would be considered essential and retained, which elements would be considered non-essential and removed from consideration, and which elements would be flagged for further review by SMEs.

In spring 2021, a panel of eight physical security Content SMEs was convened for two follow-up workshops to contextualize the JTA survey results and finalize updated PSC documentation (i.e., skill standard and blueprint). The panel recommended removals, revisions, and consolidations of flagged elements, resulting in a final skill standard containing 16 total accountabilities and 12 total knowledge topics. SMEs were then asked to consider how changes to the skill standard should impact the assessment blueprint. The recommended skill standard and assessment blueprint resulting from these workshops was presented to the DSTC for final approval. Following DSTC approval, the PSC assessment was revised based on the updated blueprint.