



OMF Job and Competency Analysis System

Overview and Discussion

Clayton Wallis

The **OMF System** developed by Clayton Wallis provides an comprehensive tool which carefully gathers a wealth of job information in tune with myriad of governmental regulations and proven effective Job, Performance and Competency Analysis techniques.

Today, software that "automatically" produces job descriptions is becoming more popular. Use of such "cut and paste job description software" without a comprehensive Job and Competency Analysis Methodology usually results in job descriptions, performance standards and competencies which are unreliable and inaccurate. The consequences associated with inaccurate job descriptions, performance standards and competency references can be extensive.

The **OMF System** helps to take the guesswork out of job description, performance standard and competency development. The **OMF System** provides a solid framework for position classification, performance management and all competency based programs.

Occupational Market-Factor™ Job and Competency Analysis System Page 7

Work Activity and Competency Analysis Rating Form

Domain No. 1: Develops Computer Programs

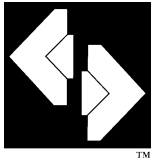
1. Work Activities	2. % time	3. Importance	4. Consequence of error	5. Competencies (knowledge, skills and abilities) Essential to work activity	6. Job Behaviors Indicating Standard (Satisfactory) Performance
1. Writes, compiles, and modifies applications programs for computerized systems and keys into program code.		Critical Important Necessary Marginal	High Average Low	Knowledge of computer programming, data modeling, and object-oriented programming procedures and techniques.	std per sample domain wa 1.....
2. Uses program specifications to prepare the logic sequence of program source statements in the development, modification, documentation, and maintenance of		Critical Important Necessary Marginal	High Average Low		stand performance domain wa 2.....
3. domain 1 extended activity 3.1		Critical Important Necessary Marginal	High Average Low		stand performance domain wa 3
4. domain 1 extended activity 4.1		Critical Important Necessary Marginal	High Average Low		standard performance domain wa 4
5. domain 1 extended activity 15		Critical Important Necessary Marginal	High Average Low		standard performance domain wa 5
Example: Project Planning	10	Important	Average	Knowledge of project planning, principles and techniques. Ability to estimate project resources.	Due Dates listed and revised as project progresses, usually adding unforeseen events.

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The **OMF System** is a modern Job And Competency Analysis device that:

- Allows for a flexible modular approach
- Rates Importance of Work/Performance Domains
- Develops Behavioral Based Performance Standards
- Differentiates and Rates Job Competencies
- Determines Essential Pre-requisite Employment Requirements

The OMF Job and Competency Analysis System is a modern Job And Competency Analysis Questionnaire that uses the latest Java Based Form Technology and is fully compatible with all systems that support Adobe Acrobat Professional.



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The **OMF Job and Competency Analysis System** automatically produces with each individual use:

- Comprehensive Position Descriptions
- Rated Position Specific Performance Domain Competency Lists
- Position Specific Critical Behavioral Based Performance Standards
- Position Specific Critical Employment Standards
- and much more..

Modern Job and Competency Analysis requires a comprehensive data collection device. The **OMF System** developed by an Industrial Psychologist at Clayton Wallis provides an extensive analytical tool which carefully gathers a wealth of job information in tune with the myriad of demands of governmental regulations and proven effective Job, Performance and Competency Analysis techniques.

Reliable and valid Competency Standards for Employment, Performance Appraisal, Career Planning and Job Descriptions are not possible without a modern Job and Competency Analysis Methodology. The **OMF Job and Competency Analysis System** provides the best tool for Modern and Legally Valid Job and Competency Analysis particularly with regard to the Uniform Guidelines on Employee Selection Procedures.

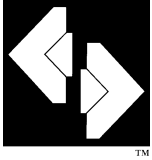
Job Descriptions and related employment and competency standards developed with job description writing software without a Job Analysis Methodology should not be considered valid or reliable.

Job Descriptions developed without supporting Job Analysis (which other systems do not provide) are not compliant with the ADA, Uniform Guidelines on Employee Selection Procedures or an array of principles set forth in relevant case law despite claims to the contrary.

Such 'Automatic' job description writing software programs have led to an unfortunate 'dumbing down' in nearly all Human Resource Departments with respect to Modern Job and Competency Analysis. In many cases, Job and Competency Analysis is not performed at all - a major legal liability - and worse - Human Resources Management with inaccurate Job and Competency information and standards.

Comprehensive application of **OMF Job and Competency Analysis Technology** yields a myriad of benefits for Competency Development, Performance Standards Validation, Employment Standards Development and Standardization, Career Patching and Related Development and more...

The OMF Job and Competency Analysis System uses the latest Adobe Acrobat Professional v9 Java Based Form Technology and is fully compatible with all systems that support Adobe Acrobat Professional v9 and higher.



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Free Lifetime Support

Since the 30th Anniversary of ICT/Clayton Wallis in 2011 free lifetime support have been included with our Compensation Planning and Analysis Software

Your interest in compensation planning systems from ICT/Clayton Wallis is appreciated. If you have any questions or comments about the OMF Job and Competency Analysis System please drop us a note at sales@ictcw-online.com.