

JOB AID – TASK ANALYSIS WORKSHEET

Mission or system supported: Computer System Operations	
Job: Perform Data Base Operations	
Duty: Data Entry/QA	
Task identifier: 4-1	
Task category (collective or individual): Individual	
Collective task supported:	
Occupational specialty(s) performing the task: Various – administrative function	
Task title: Correct Errors for CD Upload to Pending	
Sequential subtask description: TBD	
TASK ATTRIBUTE:	DESCRIPTION
Output (product)	Corrected Index Data
Standard of performance (time, rate, percent)	100% Accuracy
Performance Measures	Objective standard
Equipment (required to perform task)	JPC and Access to data base
Tools (required to perform task)	Data base application and Viewer
Safety (safety considerations for performing task)	Normal Office
Cue (what prompts performance)	Tasks assigned by supervisor
Conditions (weather, location, time, etc.)	N/A
Location (where task is performed - aircraft, Operational Flight Trainer (OFT), etc.)	N/A
References (documents used to perform task, i.e., checklist, technical manual)	Computer System and data base User Manuals and Help Files
Task criticality of performance	Equal among all tasks
Task frequency of performance	Equal among all tasks if averaged across a one year period
Probability of inadequate performance	Tedious work, attention to detail required
Training emphasis rating	TBD
Task difficulty of performance	Equal among all tasks
Task delay tolerance	N/A
Percentage of personnel by occupational specialty performing the task	100% Data Entry/Data base QA personnel
Other	
SUBTASK ELEMENT	
Subtask Attribute	Description
Skill (that is necessary to perform the task)	N/A
Knowledge (Facts, concepts, principles that are required to perform the task)	N/A
Attitude (interests, motivation necessary to perform the task)	N/A