

**Ohio Association of Chiefs of Police
Advisory Services**

Job Task Survey Procedures

1. Either through contacts prior to the Pre-Assessment Meeting, or at the time of the Pre-Assessment Meeting, The Lead Consultant should explain to the representative of the Client the need for a Job Task Analysis to be available to use in constructing the Assessment Center for the promotional position.
2. If there is not a Job Task Analysis available, the Lead Consultant should inform the Client that OACP will do one with their cooperation.
3. The representative of the Client should provide to the Lead Consultant the names and email addresses of at least 7 officers or possibly other city officials who have a very good knowledge of the specific duties of the promotional position. Typically these individuals should be serving in the position currently or served in it in the past.
4. In smaller agencies and in higher level positions, such as Chief, it may be difficult to find 7 officers or individuals. Officers who have recently retired might also be called upon to help out. Even if only 1 or 2 individuals are identified, their names and email addresses should be obtained.
5. The individuals identified will be taking a 30 – 45 minute online survey relative to the duties of the position and this survey will constitute the Job Task Analysis.
6. The identified officers' names and email addresses should be forwarded as soon as possible to the Advisory Services Program Director and that person will be responsible for sending an on-line link to the officers so that the Job Task Survey can be conducted.
7. The representative of the Client should inform the identified officers of the importance of participating in the survey and of completing it within 5 business days.
8. The Advisory Services Program Director will compile the results of the Job Task Survey within 5 business days and return it to the Lead Consultant.