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ABSTRACT

JOB ANALYSIS/TRANSFERABLE SKILLS ANALYSIS: ESSENTIAL TOOLS FOR VOCATIONAL CONSULTANTS

Vocational consultants practicing in the private sector for business and industry utilize job analyses and transferable skills analyses as a foundation for forensic vocational evaluations. The Vocational Consultant provides services to companies for disability management operations such as return-to-work, ADA consulting, worker's compensation, and employment law. The insurance industry uses Vocational Consultants for workers' compensation, long-term disability, and related employment issues. Social Security Administration uses Vocational Consultants as vocational experts for issues of employability. Vocational Consultants are used for legal issues involving personal injury, family law, and employment law. With additional training, Vocational Consultants can consult as Ergonomic Experts. In every instance, the skills for Job Analysis and Transferable Skills Analysis are considered the foundational requirement for the Vocational Consultant.

This presentation will provide the purpose, overview, and use of the job analysis process and transferable skills process as effective measurement tools for the vocational consultant. Using an evidence-based data collection and analysis will be discussed as it applies to the job analysis process and the transferable skills analysis process.

Job Analysis information will discuss the structure of the job analysis tool as it applies to various business and industrial applications ranging from Functional Capacity Evaluations to analysis of residual employability. Job Analysis terminology as it applies to job descriptions and position descriptions is used by industrial and business organizations as it applies to the job analysis process. Job Analysis resources, including the Dictionary of Occupational Titles, O*NET online, and job analysis computer software, will be reviewed and discussed for the appropriate application.

Job Analysis measurement tools and data collection for work activities, functional capacities, cognitive demands and environmental conditions will be identified and discussed for appropriate use as applied when performing an onsite job analysis.

Preparing a Job Analysis report requires the application of measurement objectives, formalization of data collected, and documentation of the analysis results. This process will be reviewed and discussed.

The Transferable Skills Analysis process utilizes job analyses, both generalized by industry and individualized to the employee and the organization and modified to meet the measurement criteria identified in the referral process. The purpose of the transferable skills analysis, its application to business and industry will be explained and discussed.

The structure and components of the Transferable Skills Analysis process begins with the collection of the employee's education, training, and employment information needed to prepare an accurate Job Analysis. Job Analysis information is collected from the employer, employee and from an onsite analysis if appropriate. Job Analyses of relevant occupations/jobs are completed and acquired skills are identified. This presentation will identify each of the components of the Transferable Skills Analysis process, with explanation and discussion for application as applied to the measurement criteria designed to meet the needs of the referring agency.

This presentation will provide information regarding an overview of the Transferable Skills Analysis process, a theoretical background of the VDARE worker trait analysis, associated software programs, and relevant resources associated with this process culminating with report writing. Use of the Transferable Skills Analysis as a forensic tool will be explained and discussed.