

## Battery Workforce Initiative



### Job Task Analysis

The purpose of the Battery Workforce Initiative (BWI) is to work with battery industry organizations to develop training guidelines for their high-demand occupations. BWI needs to distill the common skills and capabilities needed in each industry segment and translate those needs into educational curricula and on-the-job training (OJT) requirements, forming the basis for training guidelines and materials. A critical step in understanding the complete training requirements in any industry is a Job Task Analysis (JTA).



### What is a JTA?

A JTA documents the key tasks performed by the workforce; characterizes tasks by frequency, growth, safety criticality, and difficulty; and maps tasks to associated knowledge, skills, and abilities. Conducting an in-person job analysis process at a cross section of U.S. battery manufacturers provides the BWI with a validated foundation to develop curriculum and identify workforce and educational partners to support workforce development initiatives that meet industry needs. While JTAs can be used for many purposes, the BWI is interested in proper identification of the skills, competencies, and training required for specific advanced battery manufacturing jobs.

### What is the BWI's goal for a JTA?

The JTA will form the foundation for the industry training guidelines that will help a facility train their staff. It will help other employers in the industry train existing staff, ensure that the right competencies are developed, support recruitment of new hires with the right competencies and skills, and establish the foundational training required for that activity.

## What are the components of a JTA?

The process of conducting a JTA will be completed by an experienced practitioner.



**Initial Planning:** The party conducting a JTA should gather information about the industry and the facility and employer that will be analyzed. This includes obtaining current training materials and conducting a pre-meeting with the facility staff to arrange access to the plant, as well as identifying the correct subject matter experts (SMEs) and management for the onsite interviews.



**Conduct Interviews and Make Observations:** This includes interviews with SMEs, other staff, and managers, and observing the actual work being done on location. The relevant tasks and job responsibilities, along with the relevant competencies, should be detailed and documented.



**Perform Analysis:** The information gained onsite and in follow-up discussions should be the basis for a detailed documentation of the job responsibilities, along with a description of the associated tasks and required competencies for that activity. The final analysis may require additional sessions with SMEs to ensure that the documentation is thorough and complete.