

## ATTACHMENT 5 JOB ANALYSIS TABULATION

Job/Duty Area: <u>OPEX Coordinator</u> Compiled By: <u>S Shidal</u> Verified By: <u>TW Stanberry</u> Date <u>4/23/09</u> Rated By: _____ Date _____	Difficulty: 1-5 Importance: 1-5 Frequency: 1-5 Experience Education				
TASK	↓	↓	↓	↓	↓
1) Serve the project as the Operating Experience (OPEX) / Lessons Learned (LL) representative and point of contact for the DOE Corporate Operating Experience Program, as required by DOE O 210.2.	1	1	1		<12
2) Develop, maintain, and revise as necessary the program procedure for the OPEX/LL Program.	1	1	1		<12
3) Identify significant operating experience issues to the attention of senior management and provides periodic status reports.	1	1	1		<12
4) Assess the applicability and significance of internal and external operating experiences identified as potential lessons learned, with assistance from subject matter experts (SME).	1	1	1		<12
5) Screen and disseminate external operating experience lessons.	1	1	1		<12
6) Maintain the OPEX database for the site. Includes entry and trouble shooting.	1	1	1		<12
7) Run OPEX/LL searches for the work planning teams.	1	1	1		<12
8) Run searches for others with a need for OPEX information.	1	1	1		<12
9) Coordinate reviews of LL reports by SMEs and the resulting recommendations related to LL report distribution.	1	1	1		<12
10) Encourage the development and sharing of lessons learned.	1	1	1		<12
11) Assist with the development of internal OPEXs.	1	1	1		<12
12) Coordinate reviews with ADC and management before submittal of operating experiences.	1	1	1		<12
13) Submit to the DOE Corporate Operating Experience Program or DOE list server internal operating experience reports.	1	1	1		<12
14) Maintain the database of lessons learned reports.	1	1	1		<12
15) Establish metrics to measure program performance and effective use of information from LL in work planning and implementation.	1	1	1		<12
16) Maintain OPEX records according to National Archives and Records Administration (NARA)-approved DOE Record Disposition Schedules.	1	1	1		<12

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TASK	↓	↓	↓	↓	↓
17) Solicit and collect feedback from employees.	1	1	1		<12
18) Trend feedback.	1	1	1		<12
19) Develop corrective actions from LLs.	1	1	1		<12
20) Trend corrective actions.	1	1	1		<12
21) Close corrective actions with evidence (closure packages).	1	1	1		<12
22) Participate in the multi-site organization for the OPEX Coordinators.	1	1	1		<12
23) Participate in task teams with the multi-site organization for the OPEX Coordinators.	1	1	1		<12
24) Provide requested OPEX information to the OPEX Coordinator.	1	1	1		<12
25) Evaluate the program's effectiveness through assessments and surveys.	1	1	1		<12
26) Supply answers and evidence to auditors by serving as the SME for the program.	1	1	1		<12