



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

Job Announcement Express (JAX) streamlines the creation of job announcements by integrating with PD Express for position description information, and providing template terminology and phrases used in successful similar job announcements.

This Quick Training Guide provides the basic steps to using JAX!

LOGIN & NAVIGATION

JAX is an integrated part of the HCMS (Human Capital Management System), and is synchronized with your Active Directory account (e.g. user_name@fws.gov). Access, modifications, and approvals are tracked using your login.

To log in to JAX

- ① Enter **Username** and **Password**
- ② Select **Login**

Once logged in, you will see the HCMS home page. Click on the JAX tab. Once JAX is loaded, you will see the JAX home screen, also known as the “My Tracker” dashboard. This is where navigation begins! Manage In-Progress job announcements and create job announcements from this screen.

JAX security is based on role and Organization Code to which you are assigned.

③ Check out the far left column of the dashboard — titled “Action.” This is where JAX Action takes place. From here, you can **View**, **Edit**, **Continue Edit** or **Finish Edit** on In-Progress job announcements.

To take action, hover over the JAX Action arrow

Action	JAX ID	Grade	Title	Org Code New (Old)	Created	Created By	Updated	Updated By	Workflow Status	Schedule Status
③	1000	14	Program Analyst - GS - 0343 - 14	FF00940000 (95300)	10/09/2013	Sup PDExpress	10/10/2013	sadmin PDExpress	Review	Escalated
	1001	12	Administrative Officer - GS - 0341 - 12	FF00940000 (95300)	10/09/2013	Sup PDExpress	10/25/2013	Class15 PDExpress	Review	Escalated
	1002	14	Program Analyst - GS - 0343 - 14	FF00940000 (95300)	10/09/2013	Sup PDExpress	10/25/2013	Class15 PDExpress	Review	Escalated
	1003	14	Program Analyst - GS - 0343 - 14	FF00940000 (95300)	10/09/2013	Manisha Shiyani	10/09/2013	Manisha Shiyani	Draft	On Track
	1005	14	Supervisory Program Analyst - GS - 0343 - 14	FF00940000 (95300)	10/09/2013	AddSup PDExpress	10/24/2013	Sup PDExpress	Draft	On Track
	1006	12	Administrative Officer - GS - 0341 - 12	FF00940000 (95300)	10/10/2013	sadmin PDExpress	10/11/2013	sadmin PDExpress	Draft	On Track
	1007	12	Administrative Officer - GS - 0341 - 12	FF00940000 (95300)	10/10/2013	sadmin PDExpress	10/10/2013	sadmin PDExpress	Draft	On Track
	1008	12	Administrative Officer - GS - 0341 - 12	FF00940000 (95300)	10/10/2013	sadmin PDExpress	10/10/2013	sadmin PDExpress	Draft	On Track
	1009	12	Administrative Officer - GS - 0341 - 12	FF00940000 (95300)	10/10/2013	sadmin PDExpress	10/11/2013	Sup PDExpress	Draft	On Track
	1010	13	Fish and Wildlife Administrator - GS - 0480 - 13	FF00E00000 (92000)	10/10/2013	Sup PDExpress	10/24/2013	sadmin PDExpress	Draft	On Track



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

From the “My Tracker” dashboard, you can access all JAX functionality. For details on navigation buttons, read through descriptions below.

- ① **MENU:** link back to the “My Tracker” dashboard screen, CREATE a job announcement, or SEARCH within the JAX data
- ② **ABOUT:** access REFERENCES, FAQ, HELP, and WHAT'S NEW

The screenshot shows the JAX Tracker interface. At the top, there's a header with the U.S. Fish and Wildlife Service logo and the text "JOBJAX ANNOUNCEMENT EXPRESS". On the right side of the header, it says "Logged in as: Class15 PDExpress" with "Logout" and "Home" links. Below the header, there are two main navigation buttons: "MENU" (with a circled 1) and "ABOUT" (with a circled 2). The main content area is titled "JAX Tracker" and displays a table of job announcements. The table has columns for ACTION, JAX ID, GRADE, TITLE, ORG CODE NEW (OLD), CREATED, CREATED BY, UPDATED, UPDATED BY, WORKFLOW STATUS, and SCHEDULE STATUS. There are 10 rows of data, each with a small icon and some text. At the bottom of the table, there are five numbered buttons (5, 1, 2, 3, 4) and a "Page 1 of 3, items 1 to 10 of 22." link. At the very bottom of the page, there's a footer with links for Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and U.S. Fish & Wildlife Service, along with a copyright notice.

- ③ **Logout:** Logs you out of the HCMS (JAX and PD Express)
- ④ **Home:** Returns you to the HCMS Home Screen (where PD Express and JAX are both accessible)
- ⑤ **JAX Tracker Menu:** Provides detailed information on the items within your JAX Tracker.
- ⑥ **Support Desk:** Provides access to system from the JAX Support team
- ⑦ **My Tracker:** Returns you to the JAX Tracker
- ⑧ **What's New:** Details the latest enhancements deployed within JAX
- ⑨ **Create:** Allows you to begin creating a job announcement
- ⑩ **Search:** Allows you to search for job announcements in JAX
- ⑪ **References:** Contains links to training materials and process guidelines
- ⑫ **FAQ:** Provides answers to frequently asked questions
- ⑬ **Help:** Provides access to JAX help
- ⑭ **U.S. Fish & Wildlife Service:** Opens fws.gov in a new window



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

CREATE A NEW JOB ANNOUNCEMENT

Creating a job announcement has either two or three separate components, or tasks – depending upon the recruitment option that you choose for your job announcement. These are (1) the Creation of the Job Analysis – where KSAs are created and/or associated to each of the major duties of the position; (2) the creation of the Job Questionnaire – where recruiting questions are created and correlated to each KSA from the Job Analysis; and (3) the creation of the Category Ratings – for announcements that will be recruited both inside and outside of the government (all sources/DEU) – where ratings are created in order to identify the most qualified candidates for the position. Let's get started...

- ① Click **MENU**
- ② Select to **CREATE** from the dropdown
- ③ Choose the **Create New Job Announcement** radio button
- ④ Click **SUBMIT**

The screenshot shows the JAX application interface. At the top left is the U.S. Fish and Wildlife Service logo. The top right shows the user is logged in as 'Class15 PDExpress' with links for 'Logout' and 'Home'. The main title 'JOB ANNOUNCEMENT EXPRESS' is centered at the top. Below it is a navigation bar with 'MENU' and 'ABOUT' tabs, and a dropdown menu showing 'Create' (which is highlighted with a blue box and a circled '2') and 'Search'. The main content area has a header 'U.S. Fish and Wildlife Service' and 'JOB ANNOUNCEMENT EXPRESS'. It contains three main sections: 'Create Job Announcement' (with a note about required fields), 'CREATE FROM EXISTING' (with a radio button for 'Create Job Announcement From Existing'), and 'CREATE NEW' (with a radio button for 'Create New Job Announcement', which is selected and highlighted with a blue box and a circled '3'). At the bottom right is a 'Submit' button (circled '4'). The bottom of the screen shows a footer with links for 'Home', 'Support Desk', 'My Tracker', 'What's New', 'Create', 'Search', 'References', 'FAQ', 'Help', and 'U.S. Fish & Wildlife Service', along with copyright information.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- ⑤ Choose the **Pay Plan**, **Series**, **Region**, and **Organization** from the drop down boxes
- ⑥ Select the advertised **Highest Advertised Grade** for the announcement
- ⑦ Choose the **Position Description** upon which you wish to base your job announcement
- ⑧ Define the **Recruitment Option**
- ⑨ Select/Edit optional fields (**Interdisciplinary**, if the job announcement is to be related to more than one professional occupation; **Grade level**, [indicating a two grade announcement] if the announcement is a two-grade announcement, **Duty Location** if other than what is prepopulated.)
- ⑩ Click **SAVE AND CONTINUE**

Logged in as: Class15 PDExpress
[Logout](#) | [Home](#)

Create Job Announcement

Use the following fields to create a Job Announcement.

Pay Plan: * (5)

Series: *

Region: *

Organization: *

Interdisciplinary: Is this JNP Interdisciplinary? (9)

Grade Level: Is this a two grade announcement? (9)

Highest Advertised Grade: * (6)

Position Description(s): * (7)

OPM Job Title:

Duty Location: *

Recruitment Options: * All Sources(DEU only) (8)
 Merit Promotion
 Excepted Service

Save and Continue | **Reset**

Home Support Desk My Tracker What's New Create Search References FAQ Help U.S. Fish & Wildlife Service Copyright © U.S. Fish & Wildlife Service. All Rights Reserved.

If you are recruiting across two grade levels, you will need to select the PD associated to each grade level for which you are recruiting, when selecting the PD from the dropdown.

When defining Recruitment Option, Merit Promotion (MP) should be selected if you are recruiting within the Government, while Delegated Examining Unit (DEU) should be selected if you are advertising across all sources (inside and outside the Government). Note that selecting DEU automatically selects MP as well, but this can be unchecked if necessary.

Selecting DEU will require that you create Category Ratings for your job announcement.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- ⑪ Once you have pressed **SAVE and CONTINUE**, the job announcement will be created, and the **JOB ANALYSIS—DUTY/KSA** screen will appear
- ⑫ The header will indicate the documents required to create the job announcement,
- ⑬ As well as the **JAX ID**
- ⑭ The basic information about the job announcement,
- ⑮ And the Current status of the job announcement

The screenshot shows the U.S. Fish and Wildlife Service Job Announcement Express application. At the top, there's a header with the service logo, the title "U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS", and a user login status "Logged in as: Class15 POExpress". Below the header is a navigation bar with "MENU" and "ABOUT" options. The main content area has tabs for "JAX ID", "SERIES/GRADE", "CURRENT STATUS", "NOTES", and "WORKFLOW PROGRESS". The "JAX ID" tab is active, showing "1022 Series: 25 | Park Ranger Series Grade: 11 Copied From JAX ID: 1011" and "Draft" status. A "View Notes" button and a progress bar are also present. Below this is a yellow banner with "JOB ANALYSIS" on the left and "JOB QUESTIONNAIRE" on the right, with a double-headed arrow between them. Underneath the banner, there are three tabs: "Position Information" (selected), "Duty/KSA" (highlighted with a yellow background), and "Final KSA". The main body of the page contains a table for "DUTY DESCRIPTION". It lists two duties: "Duty 1-Save and protect" (85% time) and "Duty 2-Train and monitor" (15% time). Each duty has a "PERCENTAGE OF TIME" column and a "QUALIFICATIONS" column. The qualifications listed for both duties include "Abilities", "Knowledge", and "Knowledge". At the bottom of the page, there's a section for "Conditions Of Employment" with tables for "QUALIFICATION", "DESCRIPTION", and "QUALIFICATION TYPE". The "QUALIFICATION" table includes "Drivers License" and "Favorable Adjudicated Background Investigation". The "DESCRIPTION" table includes "Valid Drivers License" and "Favorable Background Check". The "QUALIFICATION TYPE" table includes "Condition of Employment" for both entries. A "Continue" button is located at the bottom right. The footer contains links for "Home", "Support Desk", "My Tracker", "What's New", "Create", "Search", "References", "FAQ", "Help", and "U.S. Fish & Wildlife Service".

The **JOB ANALYSIS** is the first document in the creation of the job announcement. There are three main tasks within the Job Analysis – Position Information (which you defined on the previous screen), Duties and KSAs, and Final KSAs. Each of these is listed in the top menu bar, along with highlighting to indicate the area in which you are currently working.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- ⑯ The Duty / KSA screen will be pre-populated with the Major Duties and KSAs from the associated PD from PD Express. Users have the ability to modify the duties if necessary, but these duties must remain in sync with the associated PD. There must be at least 1, and no more than 8 major duties for the position.
- ⑰ You can edit existing duties using the EDIT button to the left of each duty
- ⑱ You can also delete existing duties, using the DELETE icon to the left of each duty
- ⑲ To add new duties, click **ADD NEW DUTY**, enter duty text, choose the percentage of time that the duty is performed, and click **SAVE**.
- ⑳ Combined, all duties must equal 100% of the position responsibilities

DUTY DESCRIPTION		PERCENTAGE OF TIME	QUALIFICATIONS
Coordinates with management in all levels of the service to gain access to, analyze, and then provide reporting on management of high-level and highly visible projects, and to suggest mitigation efforts for identified risks and potential areas of oversight.		50	
Asses and assists bureau planning and policy officials on the general principles, standards, policies and functions of strategic planning within the Service. Serves as one of the principal advisors on the development and execution of the strategic and operational planning process within the Service. Responsible for planning, developing, implementing, and supporting the implementation and maintenance of various business intelligence tools essential to the full integration of cost and performance information in the Service. As senior technical analyst, this position will provide developmental training on various cost and performance business intelligence tools across the Service to meet the basic requirements of performance management.		25	
Creates management reports and detailed budget spreadsheets to facilitate communication between the office of budget and finance, and other lateral offices within the Service.		25	

Note that when editing duties or creating new duties, that there can nothing NEW on the Job Analysis that is not covered by the PD. While you can break a single duty from the PD into several duties, you can NOT add net new duties to the Job Analysis that are not captured in the PD. Doing so will require revisions (and reclassification) of the original PD.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

If the PD from PD Express contains KSAs associated to each Major Duty, these will be available for review and validation on this screen. Otherwise, you will need to add new KSAs for each Major Duty.

- ㉑ To see the KSAs for each duty, click the **EDIT** button to the left of the duty
- ㉒ You can edit existing KSAs using the **EDIT** button to the left of KSA you wish to edit
- ㉓ You can also delete existing KSAs, using the **DELETE** icon to the left of each KSA
- ㉔ To add new KSAs, click the **Add New Duty KSA** link. You can add KSAs from your duty description by copying and pasting text from your duty as a new KSA or you can select from a standard library of KSAs based on the series and grade of the position.
- ㉕ When you have finished with the **Duty/KSA** Screen, click **CONTINUE**

The screenshot shows the 'Duty/KSA' screen of the Job Announcement Express application. The interface has a three-tiered layout. The top bar displays the U.S. Fish and Wildlife Service logo and the title 'JOB ANNOUNCEMENT EXPRESS'. The middle bar shows the JAX ID (1023) and Series information. The bottom main area is titled 'DUTY/KSA' and contains several sections: 'Position Information' (Series: 343 | Management and Program Analysis Series, Grade: 13, Draft status), 'Duty Description' (text area containing 'Coordinates with management in all levels of the service to gain access to, analyze, and then provide reporting on management of high-level and highly visible projects, and to suggest mitigation efforts for identified risks and potential areas of oversight.'), 'Percentage of Time' (set to 50%), and a table for 'Duty KSA' entries. The table has columns for 'QUALIFICATION', 'KSA DESCRIPTION', and 'QUALIFICATION TYPE'. It lists four entries: 'Abilities' (Ability to analyze and manage workload, KSA-Quality Ranking Factor), 'Abilities' (Ability to communicate complex and/or technical business management methods and concepts to individuals at all levels, KSA), 'Knowledge' (Knowledge of all aspects of the federal budget process and the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget, Selective Factor), and 'Skills' (Skill in using cost and performance business intelligence software solutions, such as IBM cognos business intelligence suite 9 and cognos powerplay analysis studio and query studio, KSA-Quality Ranking Factor). Step numbers 21 through 25 are circled in blue on the left side of the interface to indicate specific actions: 21 points to the 'Duty/KSA' link in the sidebar; 22 points to the 'Edit' button in the 'Duty KSA' table; 23 points to the 'Delete' icon in the same table; 24 points to the 'Add New Duty KSA' link; and 25 points to the 'Save' button at the bottom right of the table.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- ㉖ The last screen of the Job Analysis is the **Final KSA** screen.

The Final KSA Screen is where you will define the importance of each KSA (optional), and select the final KSAs (maximum of 8) about which you will ask questions in your Job Questionnaire. You can rank each KSA in order of importance, but it's important to note that ranking all KSAs as Very Important, provides little value in having multiple KSAs.

- ㉗ For each KSA, define the **Importance** from the dropdown list (this scale is optional)
㉘ Define the **Need at Entry** from the dropdown list (this scale is optional)
㉙ Define the **Distinguishing Value** from the dropdown list (this scale is optional)
㉚ Click the **IS FINAL** checkbox next to each KSA to select Final KSAs. Remember, there must be a minimum of 1 and a maximum of 8 FINAL KSAs
㉛ Click **CONTINUE**, to complete the Job Analysis, and start the Job Questionnaire

KSA DESCRIPTION	QUALIFICATION TYPE	DUTY NUMBER	SCALE	SCORE	IS FINAL
Ability to analyze and manage workload	KSA-Quality Ranking Factor	Duty 1	Need At Entry: Needed the first day Distinguishing Value: Somewhat Valuable	10	<input checked="" type="checkbox"/>
Creates management reports and detailed budget spreadsheets	KSA-Quality Ranking Factor	Duty 3	Importance: Important Need At Entry: Must be acquired after the first 6 months Distinguishing Value: Somewhat Valuable	6	<input type="checkbox"/>
Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends	KSA-Quality Ranking Factor	Duty 3	Importance: Very Important Need At Entry: Needed the first day Distinguishing Value: Very Valuable	12	<input type="checkbox"/>



U.S. Fish and Wildlife Service

JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

The Job Questionnaire is the second part of developing the job announcement. The Job Questionnaire is the actual list of questions – called Task Statements -- that the job applicant will respond to on USAJobs. This section of JAX development requires you to actually determine the questions that should be asked, and the answers that are appropriate as responses.

The Job Questionnaire will allow you to define the qualifications and then questions for each KSA that you indicated was FINAL on the Job Analysis FINAL KSA screen, and then finalize those questions.

The **Job Questionnaire/Qualifications** screen is the first screen of the Job Questionnaire, and allows HR professionals to indicate the qualifications required of applicants to be considered for the position. This screen is completed by HR during the REVIEW period of the Job Announcement Creation workflow. Hiring Managers can access the Qualifications screen in DRAFT, but will only have rights to view, not edit the screen.. Instead, once HR has completed this screen in Review, HMs will be directed here during the Revise phase, to review and make edits to the job qualification statement(s) as appropriate.

Job Qualifications include Minimum Qualifications, Basic Education Requirements, etc. It is important to note Selective Factor and Condition of Employment qualifications cannot be added on the Qualifications screen. All **Selective Factors** must be added and associated with a duty on the Job Analysis and will then be displayed on the Qualification tab of the Job Questionnaire. **Conditions of Employment** from the PD will be displayed on the Job Analysis and the Qualification tab of the Job Questionnaire so that HR can add questions (or qualification statements) for these. Conditions of Employment cannot be added in JAX, they are carried over into JAX through the PD.

The screenshot shows the 'JOB QUESTIONNAIRE' tab selected in the navigation bar. Below it, there's a table for adding new qualifications. The 'Qualifications' tab is highlighted with a red circle. The table rows are:

QUALIFICATION TYPE	TITLE	NO. OF ASSOCIATED QUALIFICATION STATEMENTS
Selective Factor	Knowledge of all aspects of the federal budget process and the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget	0

At the bottom, there are links for Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and U.S. Fish & Wildlife Service. Copyright information is also present at the bottom.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

(32) To add qualifications to the job announcement, click **ADD NEW QUALIFICATIONS (HR Only)**

(33) Choose the **QUALIFICATION TYPE**, and modify the instruction if necessary (since it defaults to the same language as the Qualification, and then, click **SAVE (HR Only)**)

Once you have finished adding qualifications, you must add qualification statements for each.

(34) For each Qualification, click the **ADD NEW QUALIFICATION STATEMENT (HR Only)**

(35) Enter a Qualification Statement (**HR Only**)

(36) Review the Response Type and edit as necessary (**HR Only**)

(37) Review the Instructions and edit as necessary (**HR Only**)

(38) Once your Qualification Statement is complete, click **ADD QUALIFICATION STATEMENT** to add it to the Qualification for the job announcement (**HR Only**)

(39) Click **CLOSE** to return to the Qualification Screen

Once the Qualifications Screen appears, click **CONTINUE** to continue to the KSA screen. Or, continue adding Qualification and Qualification Statements as necessary

The screenshot displays three sequential pages of the JAX system:

- Qualifications Screen:** Shows a list of qualifications for a specific job analysis. A circled '33' highlights the 'Qualification Type' dropdown set to 'Basic Education Requirement'. A circled '32' highlights the 'Add New Qualification Statement' button.
- Qualification Statement Entry Screen:** A modal window titled 'U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS'. It shows a table with columns for 'JOB ANALYSIS', 'JOB QUESTIONNAIRE', and 'CATEGORY RATING'. Under 'JOB ANALYSIS', there is a 'Qualification' row with a dropdown set to 'Minimum of Bachelor's Degree in Management or Finance'. Under 'JOB QUESTIONNAIRE', there is a 'Qualifications' row with a dropdown set to 'KSA Final'. A circled '34' highlights the 'Add New Qualification Statement' button. A circled '35' highlights the 'Response Type' dropdown set to 'Yes/No'. A circled '36' highlights the 'Instructions' text area. A circled '37' highlights the 'Do you have at least a Bachelor's Degree in Business or Finance?' question. A circled '38' highlights the 'Add Qualification Statement' button. A circled '39' highlights the 'Close' button.
- Job Analysis Summary Screen:** Shows a summary of the job analysis details, including the series (343), grade (13), and status (Review). A circled '39' highlights the 'Close' button.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

The **Job Questionnaire/KSA Screen** is the second screen of the Job Questionnaire, and displays all of the KSAs that you identified as FINAL on the Job Analysis/Final KSAs screen. This screen is displayed during the DRAFT phase for both HR and HMs.

Regardless of role, this screen allows you to develop relevant Task Statements (questions) that will appear on the USAStaffing/USAJobs site for your position announcement, and for which applicants must respond. However, HR has an additional role on this screen, and that is to edit the KSA Instructions, Response Type Selection, and Response Instructions as necessary. To edit:

- ④⓪ Click EDIT beside the KSA that you wish to edit
- ④① Click EDIT beside the Task Statement that you wish to Edit
- ④② Review and edit the Task Statement wording as necessary
- ④③ Review and edit the Response types as necessary (**HR Only**)
- ④④ Review and edit the Response Instructions as necessary (**HR Only**)
- ④⑤ Click SAVE Task Statement

Repeat for all KSAs and their Task Statements.

④⓪

④①

④②

④③

④④

④⑤



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

On the KSA Screen you can add Existing Task Statements (those that have been previously asked for this KSA, and are in the library), or add New Task Statements. To add Task Statements:

- ⑥ Click **Edit** next to the KSA to which you want to review and add questions
- ⑦ Click **Add New Task Statement**
- ⑧ Click the dropdown to select an existing Task Statement, select the appropriate Task Statement, and click **SAVE Task Statement**
- ⑨ Note that the **Search in All Grades** checkbox to the right of the Task Statement dropdown allows you to see all Task Statements for the Series, and you can further refine these results using keyword search
- ⑩ Or Choose Create New to add a New Task Statement, enter your Task Statement Text, and Click **SAVE Task Statement**
- ⑪ Continue adding Task Statements for your KSA as necessary
- ⑫ Click **CLOSE**

Logged in as: Sup PDExpress
Logout | Home

Logged in as: Sup PDExpress
Logout | Home

Logged in as: Sup PDExpress
Logout | Home

JAX ID
1023 Series: 343

JAX ID
1023 Series: 343 | Management and Pro

JAX ID
1023 Series: 343 | Management and Pro

TITLE
Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends

KSA Ability to analyst complex data sets to identify significant trends and communicate the relevance to those trends

Show Instruction

Task Statement Recommendation to add 4-5 Tasks Statements per KSA

Add New Task Statement

Task Statement I--> Select Task Statement --> X

Create New

Search in all Grades

Save Task Statement

Close

LETTER TEXT

A: I have had education or training in performing this task, but have not yet performed it on the job.
B: I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.
C: I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.
D: I do not have education, training or experience in performing this task.
E: I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.

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U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

The **Job Questionnaire /Final** screen is the last screen of the Job Questionnaire. The Final Screen displays the Final KSAs and Qualifications (i.e., Minimum Qualifications, Selective Factors, Basic Education Requirements, etc.).

HR professionals have a responsibility to review the KSAs and underlying associated questions and re-order them if necessary on this screen.

Steps that HR Professionals take to review/reorder KSAs and Task Statements:

- 53 Review the order of the Factors, and reorder as necessary
- 54 Click each factor to review the questions associated with the factor
- 55 Reorder the questions as necessary
- 56 Click **SAVE ORDER**

The screenshot shows two side-by-side versions of the Job Questionnaire /Final screen. Both screens have a header with the U.S. Fish and Wildlife Service logo and "JOB ANNOUNCEMENT EXPRESS". The left screen shows a "JOB ANALYSIS" section with a list of factors numbered 1 through 5. Factor 1 is "Ability to analyze a complex set of data to determine the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget". Factor 2 is "Ability to analyze a complex set of data to determine the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget". Factor 3 is "Ability to analyze a complex set of data to determine the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget". Factor 4 is "Ability to analyze a complex set of data to determine the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget". Factor 5 is "Minimum of Bachelor's degree in a related field". A callout bubble labeled "53" points to Factor 1. A callout bubble labeled "54" points to Factor 2. A callout bubble labeled "55" points to the question text for Factor 1. A callout bubble labeled "56" points to the "Save Order" button at the bottom right of the screen. The right screen shows the same information but with Factor 2 moved above Factor 1, indicating it has been reordered. The "JOB QUESTIONNAIRE" tab is active in the right screen. The bottom of both screens includes a navigation bar with links like Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and U.S. Fish & Wildlife Service, along with copyright information.



U.S. Fish and Wildlife Service

JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

For HR Professionals: After you have reviewed the KSAs and Task Statements, and reordered them as necessary, you must review the Report in UTF-8 format.

UTF-8 is the format that is used to import the data into USAStaffing/USAJobs, and it is your responsibility to ensure that all of the data is correct and ordered appropriately. To view the report in UTF-8 format:

- 57 Click the UTF-8 Radio button, and then click **Preview Report**

The screenshot shows the 'JOB QUESTIONNAIRE' tab selected in the navigation bar. Below the tabs, there are three buttons: 'Qualifications', 'KSA', and 'Final'. The 'Final' button is highlighted. The main content area displays a table of factors and their titles. At the bottom of the preview area, there are four buttons: 'Preview Report', 'Save Order', and 'Continue'. The 'UTF-8' radio button is selected, indicated by a blue circle around it. The 'Preview Report' button is also highlighted with a blue circle around it.

FACTOR NO.	FACTOR TITLE	FACTOR TYPE
1	Ability to analyze and manage workload	KSA
2	Knowledge of all aspects of the federal budget process and the concepts, processes, methods, and techniques of program analysis to permit formulation, justification, and evaluation of budgets	Selective Factor
3	Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends	KSA
4	Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends	KSA



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

For Hiring Managers (HM): The Job Questionnaire /Final screen is the last screen of the Job Questionnaire.

The Final Screen displays the KSAs that you identified as FINAL on the Job Analysis / Final KSAs screen and for which you identified Task Statements or questions for the job Questionnaire. It also displays all of the Qualifications that HR added on the Qualification screen (i.e., Minimum Qualifications, Selective Factors, Basic Education Requirements, etc.).

- 58 Review your Task Statements to determine if they are listed in the order of most important to least important
- 59 If you wish to change the order, you can leave a note for HR about the order that you want the questions presented
- 60 Click **PREVIEW REPORT** to see the Questionnaire in a pdf format that you can save to your desktop for future reference during the interview process. You can return to the KSA tab and make edits to your questionnaire, if needed
- 61 Click **CONTINUE** to continue to the final step of the job announcement creation -- Category Rating if the position is DEU. If the position is not DEU, this is the last action you'll need to take to create your job announcement at this time

The screenshot shows the 'JOB ANNOUNCEMENT EXPRESS' application window. At the top, there's a header with the U.S. Fish and Wildlife Service logo, the title 'JOB ANNOUNCEMENT EXPRESS', and a status bar indicating 'Logged in as: Sup PDExpress' with 'Logout | Home' links. Below the header is a navigation bar with 'MENU' and 'ABOUT' options. The main content area has tabs for 'JOB ANALYSIS' (selected), 'JOB QUESTIONNAIRE' (highlighted in yellow), and 'CATEGORY RATING'. Under 'JOB QUESTIONNAIRE', there are tabs for 'Qualifications', 'KSA' (selected), and 'Final'. A table lists four factors with their titles and types:

FACTOR NO.	FACTOR TITLE	FACTOR TYPE
1	Ability to analyze and assess workload	KSA
2	Knowledge of all aspects of the federal budget process and the concepts, principles, practices and techniques of program analysis to permit formulation, justification and execution of budget	Selective Factor
3	Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends	KSA
4	Ability to analyze complex data sets to identify significant trends and communicate the relevance to those trends	KSA

At the bottom right of the table are three buttons: 'Preview Report', 'Save Order', and 'Continue'. The number '58' is circled around the first factor in the table, and the numbers '59', '60', and '61' are circled around the 'JOB QUESTIONNAIRE' tab, the 'Save Order' button, and the 'Continue' button respectively. The footer contains links for 'Home', 'Support Desk', 'My Tracker', 'What's New', 'Create', 'Search', 'References', 'FAQ', 'Help', and 'U.S. Fish & Wildlife Service', along with a copyright notice: 'Copyright © U.S. Fish & Wildlife Service. All Rights Reserved.'

When DEU is selected as the Recruitment Option on the Job Analysis / Position Information Screen, a Category Rating is required for the Job Announcement. Category Ratings are not required for non-DEU announcements, but can be developed as an option if the creator feels that it is necessary.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- 62 The final step toward completing a new job announcement for positions that are DEU is to complete the Category Rating. Category ratings help to further enable candidate filtering among all candidates that meet the basic/minimum qualifications and achieve 70 points or higher from the Questionnaire.
- 63 In the **Best Qualified** field, type at least one qualifying statement for each KSA that would differentiate a candidate as best qualified for the position
- 64 Either repeat this step for **Well Qualified**, or remove the section altogether if you do not plan to use it (if removed, you will see an **Add Well Qualified Section** button.) Make sure to consult with an HR Staffing Specialist prior to removal to ensure that this is the best solution for your position
- 65 The **Qualified** section is prepopulated with the OPM minimum qualification standards for the position. You can further expand on these or use your specialized experience if you wish
- 66 Check your **Min** and **Max** fields to ensure that there is no gap in the numbers (especially important if you remove the **Well Qualified** field)
- 67 Click **Save** to save your work
- 68 Click **Spell Check** to see any misspellings or words that should be corrected
- 69 Choose **Save and Unlock** to unlock the job announcement if you are finished editing, but not yet ready to send to HR for REVIEW
- 70 Choose **Send To Review to Human Resources** if you are finished with the Job Announcement, and ready to begin the REVIEW phase

The screenshot shows the JAX application interface. At the top, the title "U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS" is displayed. The left sidebar includes links for Home, Support Desk, My Tracker, What's New, Create, Search, Reference, and Copyright information. The main content area is divided into sections: "JOB ANALYSIS", "JOB QUESTIONNAIRE", and "CATEGORY RATING".

- JOB ANALYSIS:** Shows "Final KMs" with a numbered list of requirements.
- JOB QUESTIONNAIRE:** Contains "Category Rating" (62) and "Qualifying Statements" for the "Best Qualified" group (63). A red X marks the "Add Well Qualified Section" button (64).
- CATEGORY RATING:** Shows "Qualified" group (65) with "Qualifying Statements" and "Min" (70), "Max" (84) fields. Red X marks the "Save and Unlock" button (66).
- Action Bar:** Includes "Delete", "Save" (67), "Spell Check" (68), and "Send to Review to Human Resources" (70). A red arrow points from the "Send to Review" link to the "Action Bar".



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

CREATE FROM EXISTING

Aside from being able to create a completely new job announcement, the JAX module allows you to create a job announcement from an already published, existing job announcement that is associated with a Published PD in an Org Code to which you have access. All of the data from the published job announcement and associated PD will be populated into your new job announcement, and can be edited as necessary to meet the needs of your position.

- ① Click **MENU**
- ② Select to **CREATE** from the dropdown
- ③ Choose the **Create Job Announcement from Existing** radio button
- ④ Click **SUBMIT**

The screenshot shows two side-by-side views of the JAX application. Both views have a header with the U.S. Fish and Wildlife Service logo and 'JOB ANNOUNCEMENT EXPRESS'. The top right corner of both shows 'Logged in as: Class15 PDExpress' with 'Logout' and 'Home' links.

Left View (Job List): This view shows a table of existing job announcements. The columns are labeled 'ACTION', 'JAX ID', and 'GRADE'. The data is as follows:

ACTION	JAX ID	GRADE
[checkbox]	1000	14
[checkbox]	1001	12
[checkbox]	1002	14
[checkbox]	1003	14
[checkbox]	1005	14
[checkbox]	1006	12
[checkbox]	1007	12
[checkbox]	1008	12
[checkbox]	1009	12
[checkbox]	1010	13

Below the table are page navigation links: '1' [highlighted], '2', and '3'.

Right View (Create Form): This view shows the 'Create Job Announcement' form. It has tabs for 'MENU' and 'ABOUT'. The main content area has a heading 'Create Job Announcement' and a note: 'Please note that field names with an asterisk (*) are required.' Below this is a section titled 'CREATE FROM EXISTING' with a radio button selected for 'Create Job Announcement From Existing'. Below that is a section titled 'CREATE NEW' with a radio button selected for 'Create New Job Announcement'. At the bottom right is a blue 'Submit' button.

Bottom Navigation: Both views have a footer with links: Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and U.S. Fish & Wildlife Service. The bottom also includes copyright information: 'Copyright © U.S. Fish & Wildlife Service. All Rights Reserved.'

CREATE FROM
EXISTING



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

- ⑤ Enter the ID of the package that you wish to copy, and click **SEARCH** (or conduct a search based on the series and grade of the package you wish to copy)
- ⑥ Click the dropdown next to the package that you wish to use to create your Job Announcement (Note that only published packages can be used)
- ⑦ Choose **COPY AND START NEW**

This will generate a new JAX ID and import all of the information from the package that you are copying (while making most of the information editable.) However, since copying a package is limited to the PDs to which the original package was associated, you cannot change the prepopulated information on the Position Information screen, except for the FFPS ID, Duty Location, and Recruitment Options.

The screenshot shows two overlapping windows of the JAX application. The top window is titled 'JOB ANNOUNCEMENT EXPRESS' and displays a table of job packages. One row is selected for JAX ID 1004, Series: 343 | Management and Program Analysis Series, Grade: 14, Copied From JAX ID: 1004, and Status: Draft. The bottom window is also titled 'JOB ANNOUNCEMENT EXPRESS' and shows the 'Position Information' screen. It includes fields for Pay Plan, Series, Region, Organization Code, Package Type, Interdisciplinary, JAX Grade Level, Advertised Grade, Position Description(s), OPM Job Title, and Program Analyst. It also shows recruitment options like FFPS ID (1004), Duty Location (Arlington, VA), and Recruitment Options (All sources (DEU only)). A yellow arrow points from the 'Position Information' section of the bottom window to the 'JOB ANALYSIS' section above it. Numbered callouts point to specific elements: ⑤ points to the 'Enter JAX ID' field containing '1004'; ⑥ points to the dropdown menu next to the selected package; and ⑦ points to the 'Copy and Start New' button at the bottom of the search results table.

- ⑧ Once the new Job Announcement is copied over, you will be taken to the Copy from Existing Job Announcement Screen (which is similar to the Position Information screen). Click **SAVE AND CONTINUE** to finish copying over the package and create your new Job Announcement.

From this point on the job announcement creation process, the steps are identical to those taken when creating a NEW job announcement with one exception – all of the screens are already populated with the information from the original job announcement information. On each screen, review and edit the information as you feel necessary to best suit your new job announcement, while making sure the announcement remains in sync with the associated PD. When you have completed your review and edit of the Job Analysis, Job Questionnaire, and Category Rating (if required), you can Save and Unlock, or Save and Send to HR for Review. Note that the draft, review, revise, final review and publish timelines and processes are the same as when creating a NEW job announcement.



U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

WORKFLOW, ROLES AND HELP

Job Announcements follow a basic lifecycle, from Draft to Publish.

Workflow status is on the “My Tracker” dashboard of JAX, in the Status column.

Next to this Status column you will also see the Schedule of the job announcement according to timelines set forth by FWS management. Schedules can be “On Track,” “Warning” or “Escalated.”

Action	JAX ID	GRADE	TITLE	ORG CODE NEW (OLD)	CREATED	CREATED BY	UPDATED	UPDATED BY	WORKFLOW STATUS	SCHEDULE STATUS
[dropdown]	1022	11	Park Ranger - GS - 0025 - 11	FF09E00000 (92000)	10/24/2013	Sup PDExpress	10/29/2013	Sup PDExpress	Draft	[green circle] On Track
[dropdown]	1024	14	Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/30/2013	Sup PDExpress	11/01/2013	Sup PDExpress	Draft	[yellow circle] Warning
[dropdown]	1025	13	Equal Employment Specialist - GS - 0260 - 13	FF09B10000 (95200)	11/12/2013	Class15 PDExpress	11/12/2013	Class15 PDExpress	Draft	[red circle] Escalated

WORKFLOW, ROLES &
HELP



On Track: This means the PD is within the allotted timelines



Warning: This means that the PD is about Escalate



Escalated: This requires prompt attention

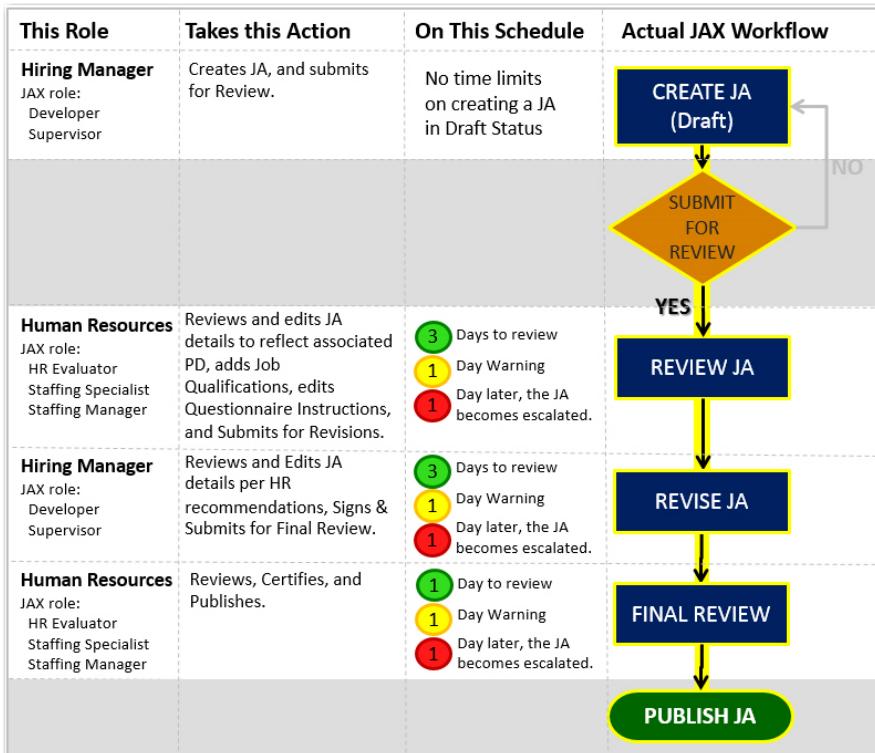


U.S. Fish and Wildlife Service

JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

When a job announcement is created, it enters the Draft/Review/Publish Workflow. This workflow is illustrated below.





**U.S. Fish and Wildlife Service
JOB ANNOUNCEMENT EXPRESS**

QUICK REFERENCE GUIDE

Each role in JAX has a slightly different functionality within the system. See the chart below for Roles-based information.

Role	Functionality Focus
JA Developer	Create, Edit, View and Search Published JAs
Supervisor	JA Developer plus : -View JAs of subordinates
HR Evaluator	JA Developer plus : - Review JA and submit recommendations
HR Staffing Specialist	JA Evaluator plus : - Certify and Publish JAs
Regional Administrator	Supervisor plus : - User Account Management
Global Administrator	Technical Integration and Deployment



U.S. Fish and Wildlife Service
JOB ANNOUNCEMENT EXPRESS

QUICK REFERENCE GUIDE

If you have any general JAX questions, concerns, or need to activate users or deactivate a job announcement, you can contact the HCMS Support Desk! To centralize and manage user requests to the JAX Support Team, HCMS includes a link to the **Support Desk**.

Once clicked, this link opens up the **HCMS Issue Tracker**, also available at <https://hcms.fws.doi.net/issuetracker>. Here, users can log requests for administrative activities and Administrators can provide comments to end users. To register to use the issue tracker...

1. Click **Support Desk** at bottom of the HCMS screen
2. Click **Register**
3. Fill in your **Name**, your **Active Directory Username** and **Password** and **Region**
4. Click **Submit Registration**
5. Open your FWS email to complete registration

Once registered, you can use the Issue Tracker at your convenience. Your Active Directory username and password are automatically synched.

To contact the Support Desk directly, dial (703) 358-1880