

July 11, 2024

Georgia Mountains Works: Competency Based Job Descriptions

11:00am Why
What
How
Practice

11:40am BREAKOUT SESSION

Take aways

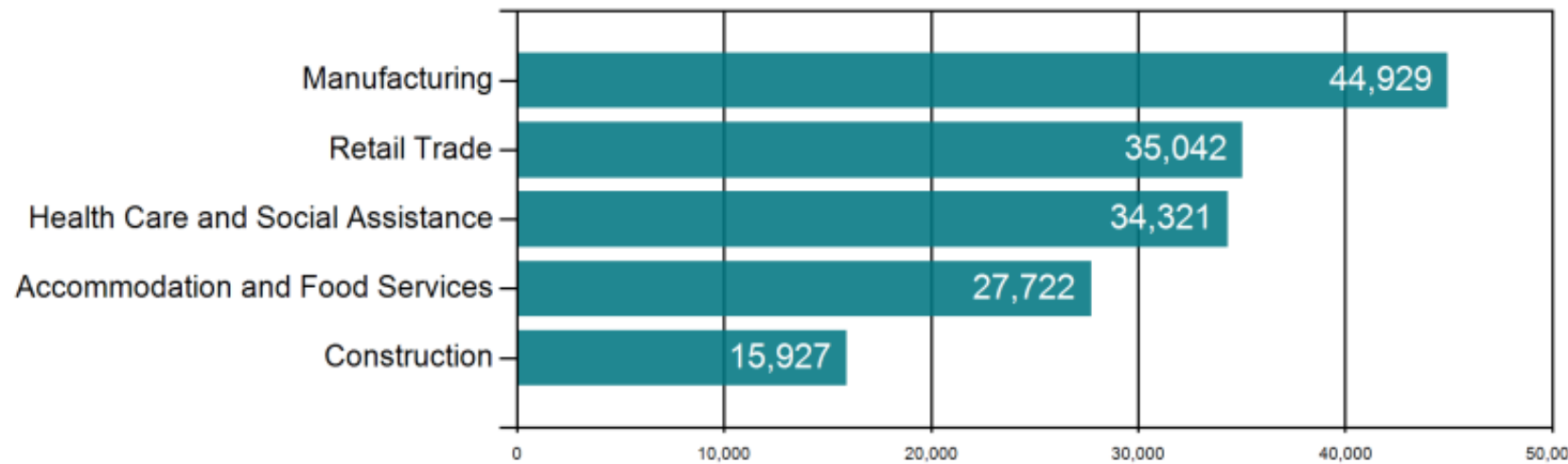
Georgia Mountains
Works

12:30pm Adjourn

Region 2 Georgia Mountains Works

<https://explorer.gdol.ga.gov/vosnet/mis/Profiles/lwda/lwda02.pdf>

Top Industries by Employment



Why?

Top challenges expected going forward:

- ◆ Increased competition for hard-to-find skills
- ◆ Scarcity of specialty skills
- ◆ Need for a broader set of candidates
- ◆ Cost of retention
- ◆ *...and we aren't even going to get into AI bots*

**Still requiring a
college education?**

In GMW Region 2,

- 21% Some College
- 20% College Grad, 4 Yr

FACT: Days of reviewing a resume only for past experience and achievements are long gone.



What?

Job Posting

Traditional Job Posting

Degrees, Work Experience, Certifications



Uses Credentials

e.g., work experience, to compare candidates' potential performance.



List of Qualifications

on the job posting that lack specificity and prioritization



Unintentional Bias

in the job posting that discourages qualified applicants from applying.

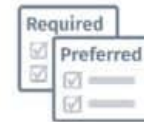
Skills-Based Job Posting

Knowledge, Skills, Abilities



Uses Skills

to attract and hire candidates that can do the job.



Distinguishes Skill Needs

between required and preferred skills.



Reduces Bias

by using inclusive language on the job posting and description.

What do we look for instead of specific experience details?

- ◆ Foundational Skills
- ◆ Transferable Skills
- ◆ Employability Skills
- ◆ Motivation
- ◆ Emphasizing the worker – instead of the work



What? How?

We want to develop job descriptions and postings that communicate what is required to do the job well, by including the

- abilities,
 - skills,
 - competencies,
 - qualities
- AND
- tasks

to support successful learning and performance in the position.

- ...reduce reliance on
- detailed job experience
 - credentials
 - qualifications



Let's practice - REQUIRED, PREFERRED OR NEITHER?

Industrial Machinery Mechanics

Skills & Abilities

Critical Thinking

Problem Solving

Decision Making

Service Oriented

Verbal Communication

Written Communication

Reasoning

Dexterity

High School Diploma/HSE

Certification/License

Associates Degree

Bachelor's Degree

- ...reduce reliance on
- detailed job experience
 - credentials
 - qualifications

Let's practice - ANSWERS

Industrial Machinery Mechanics

Skills & Abilities

*Critical Thinking

*Problem Solving

*Decision Making

~~Service Oriented~~

*Verbal Communication

Written Communication

*Dexterity

*High School Diploma/HSE

Certification/License

~~Associates Degree~~

~~Bachelor's Degree~~

Work & Tasks

Train Others

~~Communicate Outside Organization~~

*Control Machines

*Inspect Equipment

Work With Computers

*Monitor Processes/Materials

~~Move Objects~~

Analyze Data

Schedule, Organize, Plan

~~Thinking Creatively~~

Key:

*Required

Preferred

Neither

According to
[hot_careers_current.pdf \(ga.gov\)](https://hot.careers.current.pdf)

What is in our job description?

◆ Job Title

- ▶ What's the purpose of it in an advertisement?

◆ Position description

- ▶ Consider competence-oriented description **vs** specific responsibilities

Hiring Requirements vs. Preferences

◆ Transferable Skills

- ▶ Specific Skills obtained through another job **vs** Abilities that lead to skills and competence

◆ Degrees, Certifications, Licenses

- ▶ Specific college degree **vs** other ways to have gained ability that can lead to success



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A readiness, quickness and capacity to acquire talents.

Acting Aptitude	Analytical Aptitude
Artistic Aptitude	Athletic Aptitude
Creative Aptitude	Culinary Aptitude
Dance Aptitude	Design Aptitude
Grit & Stress Resilience	Interpersonal Aptitude
Linguistics	Logic & Reasoning
Mathematics	Mechanical Aptitude
Musical Aptitude	Professional Aptitude
Public Speaking	Scientific Aptitude
Self-Discipline	Spatial Reasoning
Teaching Aptitude	Verbal Aptitude
Visual Communication	Writing Aptitude

† Professional aptitude relates to specific professions such as sales or accounting

Skills / Abilities



- The 7 transferrable skills
- Leadership and People Management 🕒 ...
- Emotional Intelligence 🧠 ...
- Problem-Solving and Critical Thinking 🎯 ...
- Data Analysis 📊 ...
- Teamwork 🎯 ...
- Communication and Public Speaking 🗣️ ...
- Copy Writing ✍️



BREAKOUT SESSION

◆ Job Title

- ▶ Company's Job Title vs. Applicant focused

◆ Skills & Abilities

- ▶ List top 3 skills or talents for position

◆ Degrees, Certifications, Licenses

- ▶ Required or preferred
- ▶ Conventional and necessary



JOB ADVERTISEMENT/DESCRIPTION BREAKOUT



Job Title: Inspector

We are seeking an Inspector to work in production to assure the process and product conformance by applying quality control procedures. Provides data to assist production team members to understand the level of quality being produced.

Required tasks / responsibilities:

- Inspect machined work pieces to ensure conformance to specification
- Interpret and follow written inspection instructions, quality requirements and customer specifications
- Measure dimensions such as length, height, and distance between reference points, using precision instruments such as micrometer, caliper, dial indicator, optical comparator, X-Y-Z measuring equipment, X-ray to ensure product meets specifications
- Locate reference point on part and measure dimensions, such as angle, arc, and radii, using combination of aids, such as surface plate, angle plates, parallel bars, gauge blocks, V-blocks, and precision measuring instruments
- Complete all necessary inspection forms and reports

Additional requirements:

Must have HS diploma and related work experience. Driver's License required.
Experience with New Product introduction
Blueprint reading including GDT knowledge
Gage calibration skills for height and length measuring equipment
Experience maintaining SPC process
Experience with Quality software a plus
Team player with excellent written and verbal communication skills.

NOTES FROM BREAKOUT

Job Title: Inspector

Quality Control Specialist

Required tasks / responsibilities:

- Detailed oriented
- Able to communicate clearly for understanding
- Teacher's heart and ability
- Mechanical aptitude w logical and reasoning
- Can analyze information for details and solutions
- Handles communication to foster solutions and not conflict
- Customer Service experience beneficial

Additional requirements:

JOB ADVERTISEMENT/DESCRIPTION BREAKOUT



Job Title: Production Planner

We are seeking an experienced and detail-oriented Production Planner to join our team. The ideal candidate will be responsible for planning including material planning, meet customer demands, and optimize manufacturing efficiency. The Production Planner will collaborate with various departments to ensure a well-coordinated production process.

Required tasks / responsibilities:

- Production planning (rough and detailed planning) of defined injection molding machines and automatic assembly orders.
- 3-5 years production planning experience in manufacturing setting
- Implement sales planning from sales items to production items (semi-finished goods and finished goods).
- Receiving, scheduling and confirming specific customer orders from internal and external customers.
- Generate reports on production performance, key metrics, and any deviations from the production plan, with specific attention to material-related issues.
- Manage inventory levels and minimize excess or obsolete stock while ensuring sufficient materials available for production.
- Scheduling orders from sales planning and customer orders into production orders according to entrepreneurial and economic aspects

Education: Bachelor's Degree

- Excellent and demonstrated organizational skills.
- Experience working in a manufacturing environment
- Excellent time management abilities.
- Outgoing self-starter with a positive attitude.
- Team player with focus on building organizational relationships to achieve corporate goals.

NOTES FROM BREAKOUT

Job Title: Production Planner

Job title good

Required tasks / responsibilities:

Preference: Bachelor Degree, not required

Agreed: 3-5 years experience

Additional requirements:

Experience with MS Office/ Excel/ software skills

Time management

Team work

Other transferable titles/ functions:

Supply chain

Inventory

Scheduler

Take Aways

◆ Pick an open position

- ▶ Evaluate job title to be applicant-focused
- ▶ Determine top 3 abilities to skills
- ▶ Consider if required or preferred
- ▶ Re-write the job advertisement/description

◆ Advance Internal Competencies

- ▶ Determine incumbent worker skills/talents
- ▶ Move incumbent workers into the right roles
- ▶ Increase learning and development opportunities



TIPS: Create a Skills-based Job Description



- 1. Identify Critical Skills:** Determine essential skills required for success in the role - both technical skills and soft skills that contribute to a candidate's effectiveness in the position.
- 2. Use Clear Language:** Avoid company jargon or technical terms that might confuse potential candidates.
- 3. Prioritize Skills:** Place the skills section prominently at the beginning of the job description. Differentiate between mandatory and preferred skills.
- 4. Quantify Experience:** Whenever possible, quantify the level of experience needed for each skill – experts? or is beginner-level sufficient?
- 5. Highlight Impact:** Describe how the skills will be used to achieve goals and contribute to the organization's success. Highlight the impact the role will have within the company. This connects the candidate to their potential contribution.

How Can GMW Help?

◆ Reference Materials

- ▶ [2024's top 10 global talent trends. \(randstadenterprise.com\)](https://www.randstadenterprise.com)
- ▶ Textio: <https://textio.com/products/recruiting>
- ▶ Indeed competency model: <https://shorturl.at/9PtJO>
- 🔍 Skills-based Job Posting instruction. [Skill based Job Post](#)
- 🔍 Skill based Job description reference [Skill based job description process](#)
- 🔍 [Competency based job description](#)
- 🔍 [How to write a skills or competency-based job description](#)

◆ Next training creation initiative (listed in order of priority in live meeting survey)

- ▶ Train the Trainer (creating an inhouse training model)
- ▶ Supervisor & Leadership – Advanced
- ▶ Beyond WBL - Youth Pre-Apprenticeships
- ▶ Industrial Maintenance Cohort Model



GMW Works Post



Post An Opening – Georgia Mountains Works

- ◆ Works Posts
(full time, part time, apprenticeship, internship, WBL, etc.)
on [GeorgiaMountainsWorks.com](https://www.GeorgiaMountainsWorks.com).
 - Thank you to Patterson Pump, Panel Built, and Voyant Beauty for consistently posting.

www.worksourcegportal.com

- ◆ WorkSource Georgia Portal is another great tool for posting jobs.

A vertical graphic for a job posting. The top left features the Georgia Mountains Works logo. The main text reads "MFG JOB POSTING OF THE WEEK". Below this, the job title "Forklift Operator - Backup CDL Driver" is listed. An "Experience" section follows with a bulleted list of requirements. The bottom left shows the Voyant Beauty logo, and the bottom right says "Use link in caption to apply". The right side of the graphic is a photograph of a forklift operator in a warehouse setting.

GEORGIA MOUNTAINS WORKS

**MFG
JOB POSTING OF
THE WEEK**

Forklift Operator -
Backup CDL Driver

Experience

- Familiar with Georgia traffic laws
- Adherence to all D.O.T. regulations and Company record-keeping requirements, including the Code of Conduct for Drivers
- Delivery and pick-up operations within a designated geographical area to ensure drivers do not exceed ten (10) hours of work within a twenty-four (24) hour period
- Ability to load and unload trailers at any Voyant Beauty warehouse as needed

**voyant
BEAUTY**

Use link in caption to apply

Upcoming Events:



OPEN REGISTRATION

SAIL & LEAD



The comprehensive 48-hour course spans over a period of 12 weeks, allowing for well-paced and effective implementation of the curriculum within-class as well as OJL application.

SAIL Lanier Technical College Classes Begin: Aug. 20	LEAD North Georgia Technical College Classes Begin: Aug. 22
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For Registration :
GEORGIAMOUNTAINSWORKS.COM

[Supervisor and Industry Leadership \(SAIL\) – Lanier Technical College](#)
-1 seat left (waiting list starting)

[LEAD at NGTC – North Georgia Technical College](#)
northgatech.edu



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