

TMCops Quick Reference Guide

The tool is available at <http://tmcops.gtri.gatech.edu>

Use the TMC Position Descriptions tool (TMCops) to characterize the functions and tasks performed in a TMC and generate three types of outputs: position descriptions, training programs, and lists of testable skills. Use the links on the home page to access the tool's documentation, tutorials, help content, and the interactive dialog in which the TMC is characterized and output products are created. **Figure 1** shows the structure of the site.

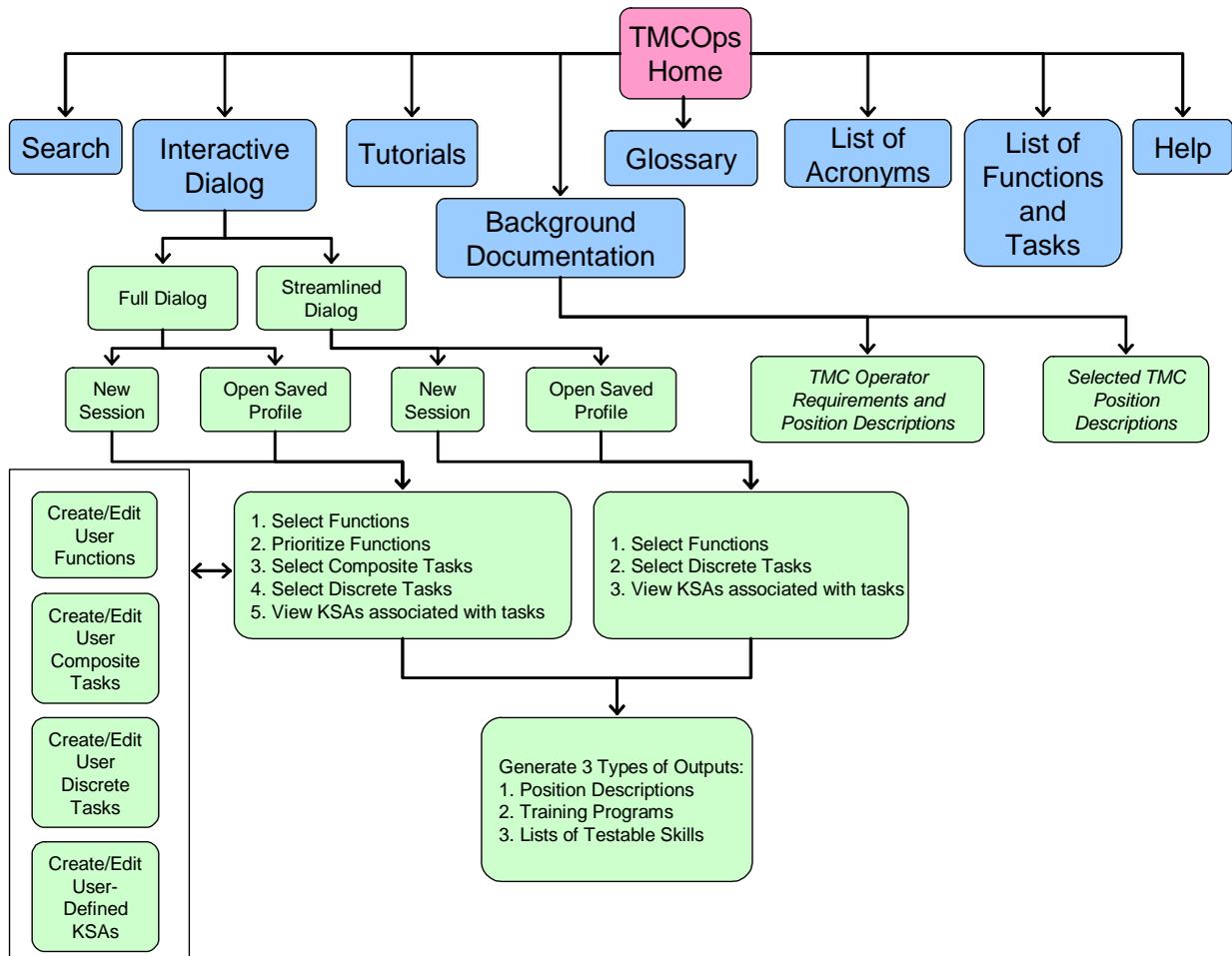


Figure 1. Primary site diagram.

Profiles

A profile is a set of information saved to the TMCops database that consists of the selected functions and tasks for a given TMC, and all other inputs within the interactive dialog. Your profiles are associated with your user account, and can only be accessed when you are logged into that account. You can create a user account by specifying a user name and password on the Create New User Account page. Multiple profiles can be stored in an account. You can load, save, edit, rename, and delete profiles; profiles are managed from the Profile Management page.

Tool Components

Search – Enter search terms into the input field. You will then see a list of "search hits" with links to the pages on which the terms were found. Because most of the pages in the interactive dialog are dynamically generated from a database, no search hits are returned from that section of the tool.

Interactive Dialog – Use the full dialog to completely characterize the TMC of interest in terms of the functions and tasks performed by that TMC. Use the streamlined dialog to quickly obtain the list of KSAs for the TMC of interest without specifying all the functions and tasks performed by the TMC. For either dialog, you can elect to complete the dialog with no default values provided, or start with default values based on a particular TMC. (TMC-specific default values will be added to the tool as they become available.)

The *full dialog* consists of the following steps:

1. Select the functions performed by the TMC and identify them as current or future
2. Prioritize the functions

3. Select the composite tasks performed by the TMOT for each selected function
4. Select the discrete tasks performed by the TMOT for each selected composite task
5. Review the required KSAs and select KSAs for inclusion in output products
6. Generate output products

The *streamlined dialog* consists of the following steps:

1. Select the functions performed by the TMC
2. Select the discrete tasks performed by the TMOT from the set presented by the streamlined dialog
3. Review the required KSAs and select KSAs for inclusion in output products
4. Generate output products

Tutorials – Tutorials are provided on the following topics:

- Distinguishing Functions and Tasks
- Creating New Functions or Tasks
- Determining the Performance Level of a New Discrete Task
- Selecting or Defining KSAs
- Understanding Position Descriptions
- Writing Position Descriptions
- Understanding the Factor Evaluation System (FES)
- Classifying Positions Under the Factor Evaluation System (FES)
- Developing a Training Program
- Assessing Skill Level

Background Documentation – The Background Documentation page provides access to the documents on which the tool is based. Browse the documentation within the tool, or download the documents as Adobe PDF files for use outside of the tool.

List of Functions and Tasks – The List of Functions and Tasks page provides access to the complete list of base functions and tasks, as well as any user-defined functions and tasks. There are a number of ways to filter the list, depending on what you are interested in viewing.

Help – The help system is context sensitive, meaning that the help content that is displayed is selected based on the page you were viewing when you selected the Help link, but you can also access all help topic areas at any time. The help system contains information on the mechanics of using the tool.

Outputs

Once you have characterized the TMC of interest, three types of outputs can be generated. You will be asked to input a name for the output product, the name of the TMC of interest, and the title of the position for which the output product is being developed. The final output products are displayed in the browser, and can be downloaded as plain text documents or as Rich Text Format (RTF) documents. Each output product you create is saved in your profile under the output product name you provided, so you can view them again at a later time.

Position Descriptions – Generate a customized position description. Tutorials are available to provide guidance on understanding and writing position descriptions.

1. Specify a performance level for which to generate a position description
2. Select and order the sections to include in the position description
3. Fill in the specific information for the selected sections

Training Programs – Generate an outline for a TMOT training program for the selected performance level. A tutorial is available to assist in more fully developing the training program.

Lists of Testable Skills – Generate a list of measurable skills for the selected performance level that can be developed into a skills test to determine whether individuals are performing to standard.