

Occupational Information Development Advisory Panel

Social Security Administration
Radisson Plaza Lord Baltimore Hotel
Baltimore, MD
September 21-22, 2011

Quarterly Meeting Minutes

This document contains the minutes for the quarterly meeting of the Occupational Information Development Advisory Panel (the "Panel"). This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as "the FACA"), will report to the Commissioner of the Social Security ("Commissioner"). The Panel will provide independent advice and recommendations on plans and activities create an occupational information system tailored specifically for SSA's disability programs and adjudicative needs.

Panel Members Present:

Mary Barros-Bailey, Ph.D. (*Chair*)
John Creswell, Ph.D.
Robert Fraser, Ph.D.
Pamela Frugoli
Shanan Gwaltney Gibson, Ph.D.
Thomas Hardy, J.D.
Janine Holloman
H. Allan Hunt, Ph.D.
Timothy Key, MD
Deborah Lechner, PT, MS
Abigail Panter, Ph.D.
Juan Sanchez, Ph.D.
David Schretlen, Ph.D.
Andrew Wakshul, J.D.

SSA Staff Present:

David A. Rust, Deputy Commissioner, Retirement and Disability Policy (ORDP)
Richard Balkus, Associate Commissioner, Program Development and Research (OPDR)
Susan O'Brien, Deputy Associate Commissioner (Acting), OPDR
Sylvia E. Karman, Director, Vocational Resources Development (OVRD)
Leola S. Brooks, Designated Federal Officer
Chris Hargis, OISD Workgroup, ODAR
Michael Dunn, OVRD Staff
Debbie Harkin, OVRD Staff

Elizabeth Kennedy, OVRD Staff
Clare Ritterhoff, OVRD Staff
Nolan Smith-Kaprosy, OVRD Staff
Debra Tidwell-Peters, OVRD Staff
Mark Trapani, OVRD Staff
Trudy Lyon-Hart, OISD Workgroup, NCDDD (by phone)

WEDNESDAY—September 21, 2011

Location: Calvert Ballroom, Ballroom Level

9:00 a.m. to 9:20 a.m.	Call to Order Leola S. Brooks, Designated Federal Officer
	Overview of Today's Agenda Mary Barros-Bailey, Ph.D., <i>Chair</i>
	Presentation and Introduction of New OIDAP Members
	Welcome Remarks from SSA Executives David Rust and Richard Balkus David A. Rust, <i>Deputy Commissioner</i> Office of Retirement and Disability Policy
	Richard Balkus, <i>Associate Commissioner</i> Office of Program Development and Research
9:20 a.m. to 9:35 a.m.	OIDAP Chair's Report Mary Barros-Bailey, Ph.D., <i>Chair</i>
9:35 a.m. to 10:45 a.m.	Office Director's Report Sylvia E. Karman, <i>Director</i> Office of Vocational Resources Development
10:45 a.m. to 11:00 a.m.	BREAK
11:00 a.m. to 12:00 p.m.	OIS Baseline Activity—Services for Development and Reporting on a Strategy for Training, Certifying and Recruiting Job Analysts Debra Tidwell-Peters, <i>Social Insurance Specialist</i> Office of Vocational Resources Development Brian Cronin, Ph.D., <i>Senior Manager</i> ICF International
12:00 p.m. to 1:15 p.m.	LUNCH
1:15 p.m. to 2:15 p.m.	Call Order 0002: Business Strategy for Training, Certifying, and Recruiting Job Analysts Jennifer Harvey, Ph.D., <i>Technical Specialist</i> ICF International

2:15 p.m. to 3:15 p.m.	Job Analysis Scaling Issues Deborah E. Lechner, PT, MS, <i>Member</i> Juan I. Sanchez, Ph.D., <i>Member</i>
3:15 p.m. to 3:45 p.m.	Public Comment
3:45 p.m. to 4:00 p.m.	BREAK
4:00 p.m. to 5:00 p.m.	OIDAP Deliberation
5:00 p.m.	ADJOURN Leola S. Brooks, <i>Designated Federal Officer</i>

Call to Order:

Leola S. Brooks, Designated Federal Officer (DFO)

Ms. Brooks called the meeting to order at 9:00 a.m., EDT and turned the meeting over to the Panel’s Chair, Dr. Mary Barros-Bailey.

Overview of Today’s Agenda:

Mary Barros-Bailey, Ph.D., OIDAP Chair

Dr. Barros-Bailey began by reviewing the agenda for the two-day meeting and stating that the Panel has reached its total membership of 14 members. She then welcomed David Rust, Deputy Commissioner of SSA’s Office of Retirement and Disability Policy to present new Panel members—John Creswell, Pamela Frugoli, and Andrew Wakshul—with their certificates.

Presentation and Introduction of New OIDAP Members:

Welcome Remarks from SSA Executives David Rust and Richard Balkus:

David Rust, Deputy Commissioner, ORDP

Richard Balkus, Associate Commissioner, OPDR

Deputy Commissioner Rust made remarks to the Panel urging them to help move the Project forward with deliberate speed, and reminded members how critically important the Project is to SSA. He acknowledged the need for in-house expertise to support OIS Development on the Project team and announced a senior research psychologist would join the staff in October or November. Deputy Commissioner Rust indicted hiring freezes have prevented adding staff, but OVRD is exploring interagency personnel agreements and consultant contracts for needed expertise, noting SSA recently awarded contracts to Drs. Robert Harvey and Fred Morgeson to assist in OIS research and development needs. Deputy Commissioner Rust said SSA will continue to collaborate with other Federal agencies and has upcoming meetings scheduled with the Census Bureau and the Department of Labor’s Bureau of Labor Statistics, noting a Memorandum of Understanding between SSA and DOL is pending. In closing, he advised the Panel that he has asked the Commissioner to extend the OIDAP charter for another year, commencing in January 2012.

Associate Commissioner Richard Balkus began by thanking the Panel, SSA staff, ICF International, and Debra Tidwell-Peters for accomplishments this year. He briefly discussed plans for FY 2012 intended to move forward from review of the disability evaluation constructs inventory to the development of the work taxonomy and data collection instrument.

OIDAP Chair's Report:

Mary Barros-Bailey, Ph.D., Chair

Dr. Barros-Bailey reported that five new members joined the OIDAP in the past year to bring the membership total to 14 and reviewed the restructuring of Panel subcommittees – Field Job Analysts, Sampling, Taxonomy and Instrumentation, and User Needs and Relations. She noted the executive subcommittee (with rotating membership) advises the Panel chair on issues that arise.

Dr. Barros-Bailey summarized some of the Panel activities for the past year that included:

- Consultation on the development of the OIS R&D plan and SSA's legal standards for OIS development;
- Advising on the requirements for the lead scientist position; and,
- Presenting to stakeholder organizations, e.g., the National Association of Disability Examiners.

Dr. Barros-Bailey said she recommended changes in future Panel Quarterly meetings for the next fiscal year--two face-to-face and two teleconferences. She explained that smaller groups (at the subcommittee level) would address some issues and might have more frequent face-to-face meetings depending on the needs. The next full Panel meeting will be a teleconference on December 7, 2011. She emphasized the importance of stakeholder input and said Panel members would be presenting at a variety of conferences in the future.

Office Director's Report:

Sylvia E. Karman, Director, Office of Vocational Resources Development

Ms. Karman reported that OVRD published the OIS R&D Plan in July and posted it on the Project website. She added that OVRD would update the plan annually.

Ms. Karman updated the Panel on the status of the following OIS baseline activities:

- OIS International and Domestic Investigations are almost complete, and the Panel should have a Phase 4 draft document soon. She said this investigation has been helpful for establishing useful contacts in other Federal agencies.
- Appellate-level reviews for the Occupational and Medical-Vocational study are complete, and the study should be finished in early 2012.
- ICF International has submitted in September 2011 final reports under its BPA for Calls 001 (benchmarking job analysis methods) and 002 (development of a business process for recruitment, training, and certification job analysts).

Ms. Karman said in the past year, the Project team has identified three categories of OIS standards, and reported the status as:

- Legal standards - the Phase IV document is complete and under review by SSA's Office of General Counsel.
- Scientific standards – SSA Senior management is reviewing the draft Phase IV document.
- Usability standards – OVRD staff completed the Phase 1 document and they will continue work on these standards in FY 2012. Ms. Karman stated next steps include mapping out the decision points adjudicators take at steps 4 and 5 of sequential evaluation. This activity will help develop the taxonomy and the move forward to instrument development.

Ms. Karman addressed the staffing issues at SSA and informed the Panel that interviews for the senior research psychologist are complete and the selection process is underway. She stated that the industrial and organizational (I/O) psychology consultants, Drs. Harvey and Morgeson, are preparing proposed next steps to complete the work taxonomy. Ms. Karman said the Government Accountability Office is auditing the Agency's efforts to modernize the disability program, and has met with OIS Project staff as part of this process. In addition, she informed the Panel of upcoming presentations for the International Association of Rehabilitation Professionals and combined National Rehabilitation Association and Vocational Evaluation and Work Adjustment Association conferences. She had also presented to the National Association of Disability Examiners.

In FY 2012, Ms. Karman said the Project is moving forward with several key initiatives including the development of a matrix of key OIS design elements, consultation with the Panel's Taxonomy and Instrumentation subcommittee and completion of a final draft paper documenting the literature review on work analysis. This work will lay the groundwork for instrument development, which will begin in late 2012 and will begin to develop a data management plan to house OIS data and the protocol for analyzing it. OVRD staff drafted a Phase 1 paper on the development of a sampling plan and worked with ICF International on data collection processes and protocols. OVRD will work on finalizing the title taxonomy so a classification structure is in place when SSA launches the prototype pilot in 2013.

Ms. Karman answered questions from the Panel about the interaction between the Panel, I/O consultants, and the senior scientist; review by members of the I/O contractors' taxonomy reports; additional staffing; the outcome of the GAO audit; and, availability of Phase IV documents on the OIS Project website.

OIS Baseline Activity – Services for Development and Reporting on a Strategy for Training, Certifying, and Recruiting Job Analysts

Debra Tidwell-Peters, Social Insurance Specialist, OVRD

Brian Cronin, Ph.D., Senior Manager, ICF International

Ms. Tidwell-Peters provided background about the two call orders awarded under the BPA: Order 001 is for services to provide benchmarking of job analysis methods, and Call Order 002 is to provide input into the recruiting, training, and certification of job analysts. She noted that since ICF completed this work prior to the development of the work taxonomy and instrument, OVRD staff would revisit the findings and adjust future actions accordingly.

Dr. Cronin reviewed the following topics in his presentation: the Project, its purpose and methodology; recommendations related to job analysis procedures and models; and, proposed next steps.

Dr. Cronin addressed the following issues and questions from the Panel: cognitive demands of work; recommended approaches to job analysis and the potential for a hybrid approach; potential combination of various job models; close-ended approaches to work analysis vs. open-ended questions during observations; cost-effectiveness; citing of literature on the reliability; and, the validity of models vs. ratings by committee members.

Ms. Brooks recessed the meeting for lunch at 11:46 a.m. and resumed with a call to order at 1:17 p.m.

Call Order 002: Business Strategy for Training, Certifying, and Recruiting Job Analysts
Jennifer Harvey, Ph.D., Project Manager, ICF International

Dr. Harvey, the Project Manager for Call Order 002, presented the results and recommendations for the activity citing the overall purpose was to review the training, credentialing, and recruitment practices for job analysts who perform data collection.

Dr. Harvey addressed comments and questions raised by the Panel regarding: composition of the focus groups; accreditation requirement for two years of data; input from SSA Vocational Experts; preference for either ANSI or ICE credentialing programs; relationship between Call Order 001 and Call Order 002; graduate students as job analysts; minimum qualifications for job analysts; format of the training; certification by external professional organizations; compensating job analysts for various categories of jobs; and, prioritization of next steps.

Job Analysis Scaling Issues

Deborah Lechner, PT, MS, OIDAP Field Job Analysts Subcommittee Chair
Shanan Gwaltney Gibson, Ph.D., OIDAP Taxonomy/Instrumentation Subcommittee Chair

Ms. Deborah Lechner presented on possibilities for scaling of physical demands. She discussed the various categories of physical demands and the scales that are typically associated with those categories.

Dr. Shanan Gibson gave examples of cross-job relativity, within-job relativity, and qualitative scales, and said that training and definition issues in scaling are also important considerations.

The Panel then discussed the following topics related to scaling:

- How ranges for categories of duration may be established;
- SSA's regulations reference some categories; and,
- Required precision of scales.

Panel Deliberation

Dr. Barros-Bailey asked Ms. Karman to answer the Panel’s question about what could change while working within existing regulations. Ms. Karman explained that SSA might present scales in various ways following the data collection. Dr. Sanchez predicted that within-title variability will increase with more precise scales and that will necessitate collecting data from more incumbents per occupation to get a stable estimate. Ms. Lechner added that this scenario might necessitate collecting data from more organizations.

Dr. Barros-Bailey also asked Ms. Karman whether the final reports for Call 001 and Call 002 would be online, and Ms. Karman said that she anticipates putting those on the Project website.

The Panel then had some further discussion on the following topics related to scaling:

- Conducting cognitive interviews with users about types of scales they find easiest to use;
- Review of claims data to determine how scales are used and what information is need;
- Review of data from existing job analytic tools;
- Use of pilot testing to empirically test scales; and,
- Contacting medical providers about scales.

Adjourn

Ms. Brooks adjourned the meeting at 4:51 p.m. EDT.

THURSDAY—September 22, 2011

Location: Calvert Ballroom, Ballroom Level

8:30 a.m. to 8:45 a.m.	Call to Order Overview of Today’s Agenda Mary Barros-Bailey, Ph.D., <i>Chair</i>
8:45 a.m. to 9:15 a.m.	SSA’s Data Sylvia E. Karman, <i>Office Director</i> and H. Allan Hunt Ph.D., <i>Sampling Subcommittee Chair</i>
9:15 a.m. to 10:15 a.m.	Presentation: Census/Field Representatives Michael J. Weiler, <i>Assistant Division Chief</i> <i>Surveys Field Division</i> U.S. Census Bureau
10:15 a.m. to 10:30 a.m.	BREAK
10:30 a.m. to 11:30 a.m.	DOL/O*NET Center – Points of Contact Pamela L. Frugoli, <i>O*NET/Competency Assessment Team</i> <i>Lead</i> Employment and Training Administration U. S. Department of Labor
11:30 a.m. to 11:45 a.m.	Field Job Analysts Subcommittee Report Deborah E. Lechner, PT, MS, <i>Subcommittee Chair</i>

11:45 a.m. to 1:00 p.m.	LUNCH
1:00 p.m. to 1:15 p.m.	Sampling Subcommittee Report H. Allan Hunt, Ph.D., <i>Subcommittee Chair</i>
1:15 p.m. to 1:30 p.m.	User Needs & Relations Subcommittee Report Janine Holloman, <i>Subcommittee Chair</i>
1:30 p.m. to 1:45 p.m.	Taxonomy/Instrumentation Subcommittee Report Shanan Gwaltney Gibson, Ph.D., <i>Subcommittee Chair</i>
1:45 p.m. to 2:15 p.m.	OIDAP Deliberation
2:15 p.m. to 2:45 p.m.	Public Comment
2:45 p.m. to 3:00 p.m.	Administrative Business <ul style="list-style-type: none"> • Approval of Minutes—May 2011 and July 2011 • Review of Future OIDAP Meeting Dates • Agenda Items—Next Quarterly Meeting
3:00 p.m.	ADJOURN Leola S. Brooks, <i>Designated Federal Officer</i>

The Occupational Information Development Advisory Panel held a public quarterly meeting in the Calvert Ballroom of the Radisson Plaza Lord Baltimore Hotel, 20 West Baltimore Street, Baltimore, MD on Thursday September 22, 2011.

Panel Members Present:

Mary Barros-Bailey, Ph.D. (*Chair*)
 John Creswell, Ph.D.
 Robert Fraser, Ph.D.
 Pamela Frugoli
 Shanan Gwaltney Gibson, Ph.D.
 Thomas Hardy, J.D.
 Janine Holloman
 H. Allan Hunt, Ph.D.
 Timothy Key, MD
 Deborah Lechner, PT, MS
 Abigail Panter, Ph.D.
 Juan Sanchez, Ph.D.
 David Schretlen, Ph.D.
 Andrew Wakshul, J.D.

SSA Staff Present:

Susan O'Brien, Deputy Associate Commissioner (Acting), OPDR

Sylvia E. Karman, Director, Vocational Resources Development (OVRD)
Leola S. Brooks, Designated Federal Officer
Chris Hargis, OISD Workgroup, ODAR
Michael Dunn, OVRD Staff
Debbie Harkin, OVRD Staff
Elizabeth Kennedy, OVRD Staff
Clare Ritterhoff, OVRD Staff
Jack Sachetti, OISD Workgroup, ODAR
Nolan Smith-Kaprosy, OVRD Staff
Debra Tidwell-Peters, OVRD Staff
Mark Trapani, OVRD Staff

Members not in attendance: None

Call to Order:

Leola S. Brooks, Designated Federal Officer (DFO)

Ms. Brooks called the meeting to order at 8:30 a.m., EDT and turned the meeting over to the Panel's Chair, Dr. Mary Barros-Bailey.

Overview of Today's Agenda:

Mary Barros-Bailey, Ph.D., OIDAP Chair

Dr. Barros-Bailey began by welcoming the Panel and public to the meeting and stated that the mission, as shown in the OIDAP charter, is to provide SSA with independent advice and recommendations in the development of an occupational information system to replace the Dictionary of Occupational Titles in SSA's disability program. SSA has tasked the Panel with providing recommendations-- not with developing the OIS. She noted that the agenda for Thursday includes the following presentations (located on the website at <http://www.ssa.gov/oidap>):

- SSA's Own Data (Sylvia E. Karman, Director, OVRD);
- Census Field Representatives (Michael Weiler, U.S. Census Bureau);
- DOL/O*Net Center Points of Contact (Pamela Frugoli, U.S. Department of Labor and David Rivkin, National Center for O*NET Development);
- Subcommittee reports;
- Public comment; and,
- An OIDAP administrative meeting.

Presentations to the Panel

SSA's Data

*Sylvia E. Karman, Office Director and
H. Allan Hunt Ph.D., Sampling Subcommittee Chair*

In anticipation of developing a sampling plan, SSA has begun investigating its own data sets to determine if any data exists that may assist SSA in identifying employer entities. Currently under review are approximately 50 data sets (some are SSA data received from claimants others

come from individuals who pay FICA). OVRD has searched the data fields for data source, year of most recent data, work establishment name, location of work performed, occupational code and type of work performed. SSA has determined that--of the data sets investigated--56% have had information of potential use but warrants further investigation, including some information about the employer or entity. In addition, OVRD found none of the data reviewed has provides occupational codes. SSA will continue its investigation to determine what data it has, if the data are relevant, and the legality of such information.

OIDAP members discussed the following issues related to this presentation:

- Depth and consistency of occupational information (Allan Hunt, p.16)
- Different sources (Pam Frugoli, p.18)
- Sample size across SSA's different data sets (Dave Schretlen, p.18-20)

Presentation: Census/Field Representatives

Michael J. Weiler, Assistant Division Chief, Surveys Field Division, U.S. Census Bureau

Mr. Weiler stated the Census Bureau collects household demographic information about various topics through a number of different surveys from approximately 2.1 million sample addresses, group quarters and other facilities. After selecting a sample, they then develop a data collection instrument, test the survey questions and develop their training protocol.

Mr. Weiler stated that the Census Bureau must rely on qualified individuals, referred to as field staff, which can produce reliable and valid data. He stated field staff is typically part time employees, working out of their homes and with highly variable work schedule (i.e., they can work evenings and weekends); they tend to be older workers with regular commitments and Census trains via an initial training protocol using laptop computers. Once in the classroom, Census trains these employees in a number of areas including administrative protocol, survey procedures, observation techniques, personal safety, security, and vehicular safety.

Mr. Weiler gave a brief overview of collection protocols including: advanced letters to respondents, scripted introductions, and annual performance reviews of field observations. In order to improve and monitor data collection, Census also relies on Survey Process Data otherwise known as "Paradata," analyzed for the pace of the interview, response accuracy and completeness, and timing of first contact for the interview. Census uses this tool to analyze the data to identify performance outliers and identify trends and patterns.

Mr. Weiler noted that providing a constant stream of feedback to field staff is also essential and they achieve this through daily monitoring and interaction. Despite all of their protocols, Census still believes there are many challenges faced when conducting data collection, including:

- General public concerns about confidentiality, privacy, and identity theft;
- Reluctance to share/provide personal information, especially to the government;
- Mobility and movement of the population;
- Busy Schedules;
- Cell phones replacing telephone land lines; and,
- Caller ID and other means of screening incoming telephone calls.

DOL/O*NET Center – Points of Contact

*Pamela L. Frugoli, O*NET/Competency Assessment, Team Lead, Employment and Training Administration, U. S. Department of Labor and David Rivkin, National Center for O*NET Development*

Ms. Frugoli began by stating that the main O*NET data collection approach is the “Establishment Methods” which uses a two stage sampling approach to collect its work analytic data. Under the “Establishment Method,” the sampling frame is based on data from the Bureau of Labor Statistics indicating which industries employ workers in certain occupations. The O*NET Center then selects firms within those industries to contact, and randomly assigns selected establishments to business liaisons for data collection. Incumbent workers at the establishments are then sampled, which is the second stage. In carrying out the Establishment Method approach, O*NET uses a structured protocol when gathering their data. This approach involves these steps:

1. Make a verification call to an establishment’s receptionist;
2. Make a screening call to the point of contact (POC);
3. Send a package of information to the establishment;
4. Make a recruiting call to POC;
5. Make a sampling call to the POC;
6. Send a questionnaire package;
7. Send an O*NET toolkit on how business can use the information;
8. Make a 7-day follow-up call to the POC;
9. Send a thank you/ reminder postcard;
10. Make a 21-day follow-up call to the POC;
11. Make a 31-day follow-up call to the POC;
12. Send any replacement questionnaires needed; and,
13. Make a 45-day follow-up call to the POC

Ms. Frugoli said the second primary data collection approach is the Occupational Expert (OE) method and staffs use this to collect data about an occupation when they cannot identify workers in specific occupation through a survey of establishments. In this method, staff will develop a special sampling frame **such as from the membership list of a professional association for a specific occupation. The business liaison then** contact **individuals** from that list who have an extensive background or understanding of the occupation to request that they complete all three of the questionnaires.

Following Ms. Frugoli’s presentation, OIDAP members engaged in discussion on the following topics: job analysts rate of pay; difficulty of obtaining data from particular occupations; annual budget; lessons learned from data collection experience; and, confidentiality issues.

Subcommittee Chair Reports

Field Job Analysts Subcommittee

Deborah Lechner, PT, MS, Chair

Ms. Lechner informed the Panel of the activities of the Subcommittee over the past year including the job analysis exercise (August 2010), report given to the Panel on comparative approaches to job analysis and the current activity to provide written feedback, and commendations and recommendations on ICF's final Call 001 and 002 reports. Ms. Lechner also stated the subcommittee anticipates participation in upcoming roundtables on work taxonomy and data collection issues as well as providing comments on later call orders for services to develop recruitment, training and certification and the development of a tracking/training website.

Ms. Brooks recessed the meeting for lunch at 12:12 p.m. and resumed with a call to order at 1:20 p.m.

Sampling Subcommittee

H. Allan Hunt, Ph.D., Chair

Dr. Hunt introduced the members and stated the subcommittee held its inaugural meeting on September 20 and will focus on issues related to methodologies and strategy for the development of a sampling plan. He also discussed the recent review and presentation on SSA's own data. Currently, Dr. Hunt noted that the subcommittee would review the Phase 1 document and coordinate its work with the Work Taxonomy and Instrumentation and Field Job Analysts.

User Needs and Relations Subcommittee

Janine Holloman, Chair

Ms. Holloman noted that activities over the past year included Panel presentations at several conferences including the National Association of Disability Representatives and the National Association of Disability Examiners. The subcommittee also received a policy and procedures statement regarding acknowledgement of e-mails. Ms. Holloman stated that the subcommittee continues to hold discussions with OVRD staff on the use of electronic and social media to ensure information disseminated on the Project is clear, concise, and limits the possibility of misinformation.

Ms. Holloman indicated the subcommittee would review the Phase 1 document for the Communications Strategy, and participation in two state IARP conferences and at the fall IARP Full Forensics Conference.

Dr. Barros-Bailey clarified that Panel members are presenting because they are attending and have paid their own expenses or the requesting organization is providing funding for travel. SSA is not reimbursing members for their travel and lodging expenses to participate.

Taxonomy and Instrumentation Subcommittee

Shanan Gwaltney Gibson, Ph.D., Chair

Dr. Gibson mentioned the reconfiguration of the subcommittee and introduced its members. She stated the inaugural meeting was on September 20, where members received a briefing from staff on ongoing efforts to develop the OIS taxonomy and the work analysis instrument. Dr. Gibson

also stated that individual members have contributed to the efforts of the OVRD staff on an as-needed basis by providing feedback regarding various ICF works in progress and development of future contract activities.

Dr. Gibson identified the following activities that would be under consideration by the subcommittee: review and consultation regarding products delivered by I/O psychology consultants; providing feedback on any research plan documents relating to the DEC sorting activity; and, input on future call orders to develop SSA's job analysis methodology.

Panel Deliberation

Dr. Barros-Bailey asked Sylvia Karman, Director OVRD, to join the Panel in deliberation. A discussion followed on staffing issues and Ms. Karman described the layout of the office branches, current staffing status, and anticipated future decisions and possible resources and opportunities that could increase the staff supporting the Project.

The Panel engaged Ms. Karman in a discussion of the following issues: potential government shutdown and its affect on the Panel; planned expert roundtables, current contracts, the Occupational Medical-Vocational Study, and concern of the potential impact on Project scheduling due to understaffing.

Public Comment

Amy Vercillo, Ph.D., International Association of Rehabilitation Providers

Dr. Vercillo stated that the association members would ultimately be the major end users of the new OIS and that she is also the Chair of the Social Security vocational Experts Association within IARP—the 1200 VEs that will use the system in the adjudication process. She stated that it would be helpful to look at the list of factors provided by various sources and their desire to give feedback on that process. Dr. Vercillo also acknowledged a very different set of skills between business liaisons and job analyst who regularly do job analysis and it may be necessary to combine skills because of the difficulty in identifying people that can do both. Dr. Vercillo also noted the need for actual measuring.

Dr. Hunt followed up on a request from the Panel for information from additional analysis of the IARP data on occupations. Dr. Vercillo noted that they have the data set but she was not certain the analysis is complete.

Public Comment

Rick Wickstrom, Ph.D., American Physical Therapy Association

Dr. Wickstrom noted that he was impressed with the accomplishments over the past year and expressed appreciation for that continued and vital work. He also that it is important to have an opportunity to provide further feedback on the list of factors. Dr. Wickstrom suggested collecting quantifiable data is a priority and perhaps a simpler solution would be to have the pilot actually measure and analyze the materials handling required for tasks. He also emphasized the importance for SSA to consider the needs of other disability benefit systems and occupational

health professionals who evaluate claimants to provide information that relates to the job demands. Dr. Wickstrom stressed that failure in translating the future OIS to other systems will create confusion and burden on all who participate and ultimately affect a larger portion of SSA claimants.

Administrative Meeting

The Panel accepted the minutes from the May and July 2011 Quarterly Meetings. Dr. Barros-Bailey noted the Panel would hold its next Quarterly Meeting by teleconference on December 7, 2011 from 12:00 to 2:00 p.m. (EST). Ms. Brooks will poll the Panel for additional dates into 2012.

Dr. Barros-Bailey reminded the Panel that it must ratify changes made to the Operating Procedures during a telephone conference at the next face-to-face meeting. Ms. Frugoli moved, and Dr. Hunt seconded, a motion to ratify the three main changes made—updating the charter date, the inclusion of teleconferences, and a change in absentee voting. The Panel passed the motion unanimously.

Ms. Holloman reminded the Panel that it approved changes to the User Needs and Relations Subcommittee Report at the Boston meeting last year, however, there was no vote taken to incorporate the changes into the Operating Procedures. She made a motion to incorporate the previously approved edits to Appendix C of the User Needs and Relations Subcommittee report of September 2010 into the OIDAP Operating Procedures, Section 5, Appendix C, titled Public Comment. Mr. Hardy seconded the motion. Before a vote, the Panel amended the motion to read ‘e-mail and OIDAP websites’ and “the Panel would recommend that this information also be disseminated through the OIS Project website.” Ms. Holloman amended the motion, Dr. Hunt agreed and seconded the motion and the vote was unanimous.

Dr. Barros-Bailey solicited agenda items for the December teleconference and future meetings. The Panel members mentioned briefings on products from the I/O psychology consultants and the results of the Occupational Medical-Vocational Study

Adjourn

Ms. Brooks adjourned the meeting at 2:39 pm. (EDT)

Certification

I, Leola S. Brooks, Designated Federal Officer for the Occupational Development Advisory Panel, hereby certify that the above minutes accurately describe the Quarterly Meeting held on September 21-22, 2011, at the Radisson Plaza Lord Baltimore Hotel, 20 West Baltimore Street, Baltimore, MD.

Leola S. Brooks

Leola S. Brooks
Designated Federal Officer

February 28, 2012

Date of Approval