

JOB TASK ANALYSIS



The Certification Council for the Certified Grants Management Specialist (CGMS) certification program conducts a Job Task Analysis (JTA) every five years.

What is a JTA?

A JTA is a systematic process of identifying, categorizing, and quantifying the tasks, knowledge, skills, and abilities required to perform a specific job (i.e. grants management professional). The JTA also informs the content of the CGMS certification exam.

What is the purpose of the CGMS Exam?

The purpose of the CGMS exam is to validate a candidate's ability to interpret and apply federal grant guidance to effectively manage/oversee compliance of grant management throughout the grant lifecycle (e.g., application, award, post-award).

What is the primary audience of the CGMS exam?

- Grantors
- Grantees
- Auditors
- Private industry consultants
- Compliance officers
- Accountants

JTA Methodology

In 2023, a Job Task Analysis was completed for the purpose of producing an updated blueprint for the Certified Grants Management Specialist (CGMS) certification exam. The JTA was completed using the following steps:

1. Job Analysis SME Panel Meetings

A group of CGMS Subject Matter Experts (SMEs) met with a psychometricians from ACS Ventures in two 6-hour meetings on September 7-8, 2022. The SMEs identified the most important tasks performed by CGMS certificants. These tasks were clustered into the basis for the CGMS domain structure:

- Grant Guidance
- Fiscal Management
- Grant Awards
- Program Management

2. Job Analysis Survey

Information from the SME panels was then used to construct the Job Task Analysis Survey. The survey was conducted from October 31-December 8, 2022. A total of 173 grants management professionals completed the survey.

3. Development of Examination Specifications

The SME panel convened again in January 2023 to review the results of the survey and make final recommendations regarding the blueprint for the CGMS Certification exam.

Conclusion

The JTA findings determine the domains that formed the blueprint for the CGMS certification examination, including what content will be covered and how the content is weighted. The most current blueprint can be found on the Certification section of the NGMA website.