The most efficient way of preventing crises threatening state security is the constant monitoring of their emergence and development. In order to provide the effective monitoring of crises in terms of state security one needs highly-qualified professionals. The paper aims to justify theoretical, methodological and practical bases for the development of the job description of crisis assessment experts in terms of state security of Ukraine. In order to study the psychological characteristics of professional activities of the above mentioned experts the job analysis method was used, which involved such techniques as analysis of documentation, Delphi method and observation. Based on the results of the study the job description of a crisis assessment expert has been composed. It reveals basic competences and skills a highly-qualified and competitive crisis assessment expert in terms of state security should have. The application of the developed job description in real-case scenario will reduce the time for training crisis assessment experts in terms of state security; increase the efficiency of fulfilling the tasks on the assessment of crises due to high-quality professional psychological selection of candidates and psychological support of their professional activities.

Keywords: crises, monitoring, job description, job analysis, professional activities, crisis assessment expert.

Introduction

Difficult socio-economic, socio-political and military situation prevailing today in regions of Ukraine directly affects the state security. The events taking place in some districts of Donetsk and Lugansk regions have a disastrous impact on the level and quality of life, sustainable development of the regions and the territorial integrity of the state.

According to the UN, since mid-April 2014 until mid-December 2016, 32856 people became victims of the conflict in Ukraine: 10056 of them were murdered (including civilians, military personnel and the personnel of law enforcement agencies of Ukraine, terrorists and 298 passengers of MH17 Flight), 22800 were affected [1]. In addition, by November 2016 nearly 1.5 million people migrated to other countries [2].

The most important component of preventing crises threatening state security of Ukraine is constant and effective monitoring of its origin and development, which implies the monitoring system, assessment and forecasting of the threats to state security of Ukraine. The emergence of the armed confrontation in Ukraine, as well as conducting antiterrorist operation demonstrates that the existing mechanisms of control could not deal with these threats efficiently. Therefore, the task for monitoring the crises threatening state security of Ukraine is extremely relevant and urgent.

The efficient monitoring of the crises requires professionals who can perform the assigned task in a proper way. Graduates of higher educational institutions with specific training conditions should have specific knowledge, skills and abilities to work in monitoring units. The amount of information that experts should learn to monitor different types of crises is large enough and the time for its mastering is limited.

Cadets (students) of educational institutions study more than fifty disciplines (depending on the specialty). Therefore, in the process of training, special attention should be paid to the study of disciplines directly related to the monitoring of crises. Thus, the important issue is to
substantiate psychological requirements for the crisis assessment experts, and to create the appropriate training program.

In recent studies, various aspects of job analysis in terms of extreme activities have been considered. Among them there are the works by E. Potapchuk, V. Medvedev, V. Korolchuk, V. Lefterov, S. Lebedeva, S. Yakovenko, D. Titarenko, I. Prikhodko, O. Safina, A. Snisarenko, O. Tolyarenko, V. Barko, A. Evsukova, N. Onischenko, O. Timchenko, Y. Ovsyannikova, L. Hontorenko and many others. The research sources review shows that until now job analysis of crisis assessment experts in terms of state security have not been conducted, which makes the issue under research quite relevant.

Thus, the paper aims to study the theoretical, methodological and practical basis for the development of job description of crisis assessment experts in terms of state security of Ukraine.

**Research methods**

The carried out scientific researches review has shown that the main method of psychological study of professional activities is job analysis [3-6]. According to V. Bodrov, job analysis is a common method of analysis and description of labor activities and working conditions, which is used in all areas of science [3]. Together with psychological methods, medical, physiological, sociological and other methods from different spheres of human activities and sciences are applied in it [4].

The issue of professional psychological selection is focused on the realization of one of its main objectives, which is the study of professional or academic activities in view of the requirements imposed to personal skills, psychological abilities, psychophysiological capabilities of an individual, etc.

Job analysis is aimed at the description of working conditions, rights and duties of an employee, special knowledge and skills, professionally important competencies and health requirements. Job description is a result of the job analysis.

We used job analysis method in order to study psychological characteristics of professional activity of experts on monitoring the crises threatening state security of the state.

We have examined a number of research studies [8-10] in order to justify and compose job description of a crisis assessment expert in terms of state security of Ukraine. The analysis of documentation, expert assessment and observation were selected among a number of job analysis methods.

The analysis of documentation and functional responsibilities has made it possible to define the formal requirements for crisis assessment experts. The existing duty regulations and laws are considered to be a generalization of experience and research realization of professional activities of crisis assessment experts in terms of state security. At the same time there has been conducted a comprehensive analysis of operational procedures, orders, instructions, manuals, safety regulations, health requirements, professional training documents, special literature on activities and such indicators as the number of promotions and rewards as well as the number of penalties and reprimands, the number of injuries and others.

In order to study the psychological characteristics of crisis assessment experts in terms of state security of Ukraine, expert evaluation method (Delphi method) was used. Media workers, military units and law enforcement units’ employees, sociologists, psychologists, analysts, political scientists having professional experience for about 10 and more years were involved into the research as experts (n=38).

A special questionnaire developed for the experiment was divided into three units (knowledge, abilities, and skills) and had 98 characteristics revealing the peculiarities of crisis assessment experts’ work in terms of state security. Based on knowledge and professional experience, they determined the most significant functions, tasks, features of real activities, necessary important competencies for effective crises monitoring, the causes of difficulties and errors that may occur in the process of studying, which must be taken into account to improve the performance and psychological qualities that affect the efficiency of the professional activities. The experts assessed them according to 10-point scale, where 1 point was given to the least important characteristics, and 10 points were given to the most significant ones.

The data obtained were processed by means of common statistical methods. Only the characteristics having 6.8 points and more were registered. Thus, we have distinguished a group of characteristics having from 6.8 to 10 points and considered them to be the basic ones in the process of performing duties by crisis assessment experts at the efficient level.

It should be noted that the method of observation is among those ones that makes it possible to explore the peculiarities of professional activities of crisis assessment experts. It was conducted systematically, in both everyday life and under extreme conditions.

As a result, the integrated use of the above-mentioned methods of job analysis helped us to design a job description of crisis assessment experts in terms of state security of Ukraine. It involves objective characteristics of activities (tasks, social and psychological functions, work results) and subjective characteristics (professionally important qualities and psychological qualities that negatively affect the effectiveness of professional activities).

**Discussion**

Job description of a crisis assessment expert is a document that contains a set of professional requirements which should be taken as a basis for training this kind of specialists and for the development of professionally significant qualities. Job description involves professional requirements determined as a result of analyzing competitive professionals’ working experience. Competence of a crisis assessment expert is his/her ability to use the gained knowledge, skills, methods of intellectual, cognitive,
practical activities and to acquire the new ones in the process of cognition and continuous personal self-improvement. Proceeding from the set of professional activities tasks, a crisis assessment expert in terms of state security is a specially trained professional having a university degree.

Based on the results of our study it has been revealed that a crisis assessment expert in terms of state security has to be able to carry out the following kinds of activity: information analytics, information management, management and engineering, research, etc.

We have distinguished the following personal characteristics of a highly-qualified crisis assessment expert in terms of state security: the ability to express his/her opinion clearly and listen to others; having good spelling skills; watchfulness; high speed of perception and information memorizing; courage and honesty; self-organization; intellectual maturity, common sense and leadership skills; ability to generate ideas; decision making skills; etc.

A crisis assessment expert should be proficient in monitoring technology, informational and analytical work; understand the issues of public administration, psychology, philosophy, sociology and economics, politics; set priorities and be able to change them; to control his/her emotions, etc.

Besides, a crisis assessment expert in terms of state security must have common sense and logics, intellectual curiosity, intellectual lability, analytical skills, developed intuition; must be charismatic and creative, involved in functional tasks fulfillment, truthful and objective.

Such an expert should have profound knowledge of:
- general characteristics of geopolitical processes in the modern world, the impact of external factors on the level of threats the state is facing;
- main issues of the Ukraine’s state security, methods and techniques for their analysis;
- approaches to the study of public policy in state security, legal regulation of social relations in the socio-political sphere;
- general characteristics of the content and focus of socio-political processes in the modern society; system of social relations in the context of globalization; the nature of the impact of globalization on the society and the processes taking place in it;
- peculiarities of interaction of mass media, public and state structures; the information technologies for creating image of the government, governmental agencies, law enforcement agencies;
- functioning of the governmental informational services;
- how to use new informational technology in public administration; technologies for managing relations with population; GIS technologies; IT in the socio-political system; IT for analytical data processing; technology of creating and operating media data storage;
- the main stages of the emergence and development of conflicts in the modern society, the impact of social and political conflicts on the safety of the society;
- the essence of “globalization” concept, the challenges of protecting national interests in the context of globalization and cyberwar; main concepts, essence and characteristics of cyberwar; information warfare in the modern period, the basis of the theory of information warfare;
- the most important issues of internal and foreign policy of Ukraine, current international relations; provisions of the most important international legal documents of the UN, UNESCO, OSCE and other international organizations regulating activities in the field of crisis response;
- issues of mass communication; approaches to their improvement; theories and concepts related to the spheres of information, communication and formation of public opinion;
- the basis of the methodology and techniques for conducting surveys of public opinion;
- methods, means, technologies for monitoring used in mass media; the procedure for developing a media card, managing data, formation and segmentation of data flow, news management; priority ways of data delivery, optimizing forms and style of materials submission; means of creating news;
- fundamentals of systems analysis, data managing and processing; basic concepts of systems theory; basic principles of system analysis;
- fundamentals of modeling theory, principles of modeling, classification of models, quality of models, the relations between a model and reality (similarities and differences);
- formal models of complex systems, mathematical aspects of complexity system analysis, the architecture of system problems solving, the main stages of creating a mathematical model of the system, determining the purpose of creating a system model, collecting and processing information about an object, creating a discriminative object model, a formalized model of an object, assessing the adequacy of a model;
- methods of decision making, analysis of factors influencing the decision making process, personal judgements and priorities in decision making, behavioral restrictions in decision making process, etc.;
- models and methods of decision making, modeling, types of models used in the decision making process, analogue models, process of models developing, applying models, simulation modeling and analysis of situations, methods of multi-criterial choice, graphical and analytical method, “decision tree”, etc.;
- methods of predicting and scenarios of description of a situation, quantitative methods of predicting, analysis of development tendencies, use of general laws of systems development, causal modeling, qualitative methods of predicting, expert assessments in predicting and developing management decisions, development scenarios as a form of prediction;
- basics of monitoring application in making man-
agement decisions, the concept of monitoring, types of monitoring, monitoring techniques, ways to build monitoring systems in the spheres of activity.

It has been found out that the crisis assessment expert in terms of state security should be able to:

- analyze and identify socially significant problems and processes;
- organize and implement the process of informational activities, which includes a coherent set of operations of collecting required information, transfer, accumulation, storage, processing, presenting information to specific customers;
- employ devices of data processing, that is a set of documental, technical and other means for storage, processing, organizing, and presenting the data;
- apply necessary forms of data processing (methods of documentation, storage, integration of data in different levels of monitoring systems for the rational and efficient analysis of situations);
- perform data processing, which involves the collected materials ordering through their systematization for making them available for inspection and suitable for analysis;
- provide data documenting in order to fix the results obtained in the process of monitoring and analyzing information;
- organize and implement the process of monitoring results analysis;
- conduct a case study, which is the organizational form of analysis of the state and trends of the development;
- use analytical tools (laws and methodology of intellectual activity and other modern technological means which serve for efficient and rapid processing of statistical data);
- implement various forms of analytical activities: administrative approaches to the implementation of analytical activities specified by the purpose, means and practical achievements of their use, which together form a system of analytical monitoring trends of the situation’s development;
- implement analytical activity technologies (obtaining reliable data required for analysis having a certain logical sequence);
- provide the obtaining of new data by extracting content from the entire amount of the original data; find cause-and-effect and spatiotemporal relations and interactions between the sources of information;
- provide the monitoring process fixing, which includes recording the results of monitoring with the help of a notation system, providing a strict form of descriptions, consistency, conciseness, clarity which corresponds to the purpose and tasks of the research;
- establish relationships with people and organizations having important sources of information;
- use technical, telephonic, radio and electronic means of mass media, take pictures, use multimedia and computer devices;
- apply methods of data collecting, storage and processing through the use of computer technology; have skills of using computer programs;
- analyze and predict crises in terms of state security, formulate the goal of the analytic problem and use the appropriate methodology;
- obtain and structure factographic data, process facts, etc.;
- apply computer methods of natural search using thesaurus; abstract, create of digests by objects, classify documents, carry out thematic analysis, highlight key topics and informational objects, determine general and objective tonality of messages, install and adapt intelligent software systems for text processing.

We have found that a crisis assessment expert in terms of state security should be familiar with:

- methods and models of describing, assessing, optimizing information processes and resources, as well as the tools for analyzing and detecting patterns in informational flows;
- methods of information systems and processes technical support, new technical means of data collection, transmission and presentation, technical facilities for information systems and processes operation, accumulation and optimal use of information resources;
- methods of informational ensuring of processes and systems, including new principles of organizing and structuring data, conceptual, logical and physical design of table, textual, graphic and multimedia databases, documentary, factographic and other specialized data systems;
- methods of linguistic support of data systems, methods and means of lexical systems design, methods of semantic and syntactic analysis for further presentation and storage of data in databases;
- informational systems interfaces, external and internal formats of data presentation, communication and other forms of data and documents;
- methods of organizational support of information systems, including the development of new principles of organization and operation of information systems, use of IT and systems in decision making at different levels of management;
- technologies of network data resources, peculiarities of developing, organizing and operating the distributed information systems and databases, applied protocols of data networks, data presentation formats and data retrieval language in distributed data resources.

The application of the developed job description in real-case scenario will reduce the time for training crisis assessment experts in terms of state security; increase the efficiency of fulfilling the tasks on the assessment of crises due to high-quality professional psychological selection of candidates and psychological support of their professional activities.

Conclusion

The research results make it possible to make the conclusions as follows:
1. The most important component of preventing crises threatening state security of Ukraine is timely and effective monitoring of their origin and development. The emergence of armed confrontation in Ukraine, as well as the progress of the antiterrorist operation demonstrate that the existing administrative control mechanisms cannot efficiently deal with these threats and therefore the urgent task is to assess crises in terms of state security of Ukraine.

2. The efficient monitoring of crises should be performed by highly-qualified professionals who can perform the tasks efficiently. Therefore, in the course of training, special attention should be paid to the study of subjects that are directly related to the crises assessment.

3. In order to study psychological characteristics of professional activities of crises assessment experts in terms of state security we applied a job analysis method, which involved the use of the following techniques: analysis of documentation, expert evaluation and observation.

4. As a result, we have designed a job description of crisis assessment experts in terms of state security of Ukraine. It is a document that contains a set of professional requirements which should be taken into account in the process of training and development of the professional qualities of such a specialist.

5. Using the developed job description in practice will reduce the time for training crisis assessment experts in terms of state security; increase the efficiency of fulfilling the tasks on the assessment of crises due to high-quality professional psychological selection of candidates and psychological support of their professional activities.

6. Our further research studies are planned to cover professionally important qualities of a crisis assessment experts in terms of national security of Ukraine.

**REFERENCES**


**ЛІТЕРАТУРА**


ТЕОРЕТИКО-МЕТОДОЛОГІЧНІ ТА ПРАКТИЧНІ ЗАСАДИ РОЗРОБЛЕННЯ ПРОФЕСІОГРАМИ ФАХІВЦІВ З МОНИТОРІНГУ КРИЗОВИХ СИТУАЦІЙ, ЩО ЗАГРУЖАЮТЬ ДЕРЖАВНІ БЕЗПЕЦІ УКРАЇНИ

Найважливішою складовою попередження кризових ситуацій, що загрожують державній безпеці України, є своєчасний і ефективний моніторинг їх виникнення й розвитку. Для успішного моніторингу кризових ситуацій необхідні фахівці, які зможуть якісно виконувати поставлені завдання. Тому під час навчання особливу увагу необхідно приділяти вивченню навчальних дисциплін, що безпосередньо пов’язані з моніторингом кризових ситуацій. Для вивчення психологічних особливостей фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці України. Для вивчення психологічних особливостей професійної діяльності фахівців з моніторингу кризових ситуацій для формування відповідних навчальних планів. Метою дослідження є обґрунтування теоретико-методологічних та практичних зasad розроблення професіограми фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці України. Для вивчення психологічних особливостей професійної діяльності фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці, застосовано метод системного аналізу професійної діяльності – професіографію. В дослідження було використано такі методи професіографічного аналізу: аналіз документації, експертна оцінка, спостереження. Аналіз документації та функціональних обов’язків дозволив визначити формальні вимоги до фахівців з моніторингу кризових ситуацій. Для вивчення психологічних особливостей фахівців з моніторингу кризових ситуацій було використано метод експертних оцінок. Метод спостереження дозволив вивчити особливості професійної діяльності фахівців з моніторингу кризових ситуацій. У результаті комплексного використання зазначених методів професіографічного дослідження розроблено професіограму фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці. У ній викладено об’єктивні характеристики діяльності (завдання, соціально-психологічні функції, результати праці), суб’єктивні характеристики (професійно-рольові характеристики, професійно важливі та психологічні якості, що негативно впливають на ефективність професійної діяльності). Використання на практиці розробленої професіограми дозволить зменшити час на підготовку фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці, у цілому підвищити ефективність виконання завдань з моніторингу кризових ситуацій за рахунок якісного професійного психологічного відбору кандидатів та психологічного супровідження їхньої професійної діяльності. Напрямки подальших наукових розвідок будуть спрямовані на дослідження професійно важливих якостей фахівців з моніторингу кризових ситуацій, що загрожують державній безпеці України.

Ключові слова: кризові ситуації, моніторинг, професіограма, професіографічний аналіз, професійна діяльність.

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