

JOB ANALYSIS/ESSENTIAL FUNCTIONS WORKSHEET

NAME		SSI # last 4 digits	
WORK UNIT		CLASS TITLE	
CLASS#		POSITION#	

In the spaces below, please note what kind of physical/mental activities are involved in performing this job. Also, describe the working conditions .

FREQUENCY: ✓ Check One

- Constant More than 80% (6 ½ hours or more per 8-hour day)
- Very Frequent 51 – 80% (4 ½ to 6 hours per 8 – hour day)
- Frequent 21 – 50% (2 ½ to 4 hours per 8 – hour day)
- Occasional 4 – 20% (1 – 2 hours per 8 – hour day)
- Rare 0 – 3% (less than 1 hour per 8 – hour day)

ESSENTIAL FUNCTION: ○ Circle One

- 3. Critical part of job. Can't be done any other way.
- 2. Important, but may be performed in some other way.
- 1. Not critical. May be reassigned or not performed at all.

Physical Requirements	Constant	Very Frequent	Frequent	Occasional	Rare	Essential Function
Standing						1 2 3
Sitting						1 2 3
Walking						1 2 3
Running						1 2 3
Driving Motor Vehicle						1 2 3
Lifting						1 2 3
Light (0 – 14 lb)	_____	_____	_____	_____	_____	1 2 3
Moderate (15 – 50 lb)	_____	_____	_____	_____	_____	1 2 3
Heavy (over 50 lb)	_____	_____	_____	_____	_____	1 2 3
Pushing or Pulling						1 2 3
Light (0 – 14 lb)	_____	_____	_____	_____	_____	1 2 3
Moderate (15- 50 lb)	_____	_____	_____	_____	_____	1 2 3
Climbing Stairs						1 2 3
Climbing Ladders						1 2 3
Bending						1 2 3
Squatting						1 2 3
Reaching						1 2 3
Hand Dexterity (Grasping, holding, keyboarding, or repetitive movements)						1 2 3
Eye – hand Coordination						1 2 3
Seeing						1 2 3
Clear Vision Required	_____	_____	_____	_____	_____	1 2 3
Near and/or Far	_____	_____	_____	_____	_____	1 2 3
Depth Perception	_____	_____	_____	_____	_____	1 2 3
Field of Vision	_____	_____	_____	_____	_____	1 2 3
Twisting						1 2 3

Communication Skills	Constant	Very Frequent	Frequent	Occasional	Rare	Essential Functions
Written						1 2 3
Speech						1 2 3
Reading						1 2 3
Receiving Instructions						1 2 3
Giving Instructions						1 2 3
						1 2 3
Environmental Factors	Constant	Very Frequent	Frequent	Occasional	Rare	Essential Functions
Working as part of a group						1 2 3
Working Alone						1 2 3
Loud Noise						1 2 3
Low Noise						1 2 3
Dust/Fumes/Odors						1 2 3
Outdoors work						1 2 3
Wet conditions						1 2 3
Variation Environment (Temperature)						1 2 3
<i>Other Factors</i>	Constant	Very Frequent	Frequent	Occasional	Rare	Essential Function

Job Duties Essential Function Check List

Use **one** numbered column for **each of the job duties** listed on the Position Description. Provide a “**Yes**” or “**No**” answer to each question in section 1, 2 and 3.

Job Duties									
	1	2	3	4	5	6	7	8	9
1. Position exists to perform duty:									
A. Would removal of this duty fundamentally change job?									
B. Is duty a significant portion (percentage) of the total job?									
C. If duty is not done by this position, would this cause any Significant consequences?									
D. Other									
2. Limited number of employees available to perform this duty:									
A. Duty is not reassignable due to Union Contract or Personnel Rules?									
B. Duty is not reassignable due to operational demands									
C. Other									
3. Highly specialized positions where person was hired for expertise to perform specific duty:									
A. Is special expertise, training or education required at job entry?									
B. Is license or certificate required?									
C. Other									
4. Is this duty essential? “Yes” if any of the answers in sections 1, 2, or 3 were yes for that duty. If all answers were no, then the duty is “non-essential”									

For any column in section #4 that has a “Yes” answer see section 5.

5. Use the section below to explain the “Yes” answers from sections 1, 2 or 3 of the job duty columns that have a “Yes” in section #4.

Duty #	
Duty #	
Duty #	
Duty #	
Duty #	
Duty #	
Duty #	
Duty #	
Duty #	
Duty #	

6. Completed By: _____ **Position:** _____

New Worksheet **Revised Worksheet** **Date:** __/__/__

Signature: _____