

Job Analysis Worksheet

Position #: _____

Work Unit: _____

Class #: _____

Class Title: _____

C. JOB FUNCTIONS

List and briefly describe major functions of the job.
List in order of importance, most important first

For each function, indicate percentage of time spent and answer 'yes or no' to the ten questions provided. (NOTE: The response to question "j") is a decision about "essential" functions under ADA.) For "essential" functions, identify equipment, machinery or vehicle required to performance

	Indicates the % of total annual work time typically spent on this function.	a. Does this function need to be done at all?	b. At this time, is the incumbent of this position the only staff member to whom this function can be assigned?	c. Would eliminating this function fundamentally change the job?	d. Does this job exist primarily to do this function?	e. Is special expertise/judgement required?	f. Is special training or education required?	g. Is a license required?	h. Would there be any significant consequence if this is not done?	i. Did the previous incumbent of the position do this?	j. Is this function "essential"? (NOTE: Use ADA definition. The more 'yes' responses a-i, the stronger the support for "essential.")	For each "essential" functional list any equipment, machinery, or vehicles required to perform the function.
1.												
2.												
3.												
4.												
5.												
6.												

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(Attach additional sheets, if needed.)