

JOB ANALYSIS FORM

JOB TITLE _____	DATE _____	
BRIEF JOB DESCRIPTION _____		
	ESSENTIAL JOB FUNCTIONS: These are the most important/major job functions which are "essential" as a matter of business necessity in this position and the % of time spent performing each function. List essential job functions in order of importance.	% TIME
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

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	NON-ESSENTIAL JOB FUNCTIONS: Irregularly performed duties. Duties performed on occasion rather than monthly, weekly, or daily and may not be directly related to the essential duties.	% TIME
	1)	
	2)	
	3)	
	4)	
	5)	
	MINIMUM ESSENTIAL QUALIFICATIONS	
	1) EDUCATION (Mark appropriate box)	
	Requires a high school education or its equivalent.	
	Requires one to two years of college or the equivalent in post high school training in the required specialized area.	
	Requires a Bachelor's degree from an accredited four year college or university.	
	Requires a Master's degree from an accredited college or university.	
	Requires a Doctorate degree from an accredited college or university.	
	MINIMUM ESSENTIAL QUALIFICATIONS	
	2) EXPERIENCE - Minimum amount of work experience an average person needs to acquire the skills used to perform the job at an acceptable level.	
	No prior work experience required.	
	Requires one to two years experience on jobs leading to this, or similar jobs.	
	Requires two to four years experience on jobs leading to this, or similar jobs.	

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	Requires over four years experience on jobs leading to this job. Progression through several job levels is usually necessary so incumbent can have intimate knowledge of the jobs below.	
	MINIMUM ESSENTIAL QUALIFICATIONS 3)SKILLS/ABILITIES- List other skills, knowledge and abilities that are not included in minimums listed above.	
	1)	
	2)	
	3)	
	4)	
	5)	
	JUDGEMENT: Employees are required to use judgement in making decisions that affect operation of the University and services provided to the public. Mark the box that most applies.	
	1) Duties of the position require the employee to make few or no choices in deciding what is to be done. There is limited scope to act according to own judgement and any decisions to be made are referred to a supervisor.	
	2) Duties of the position require limited judgement; decisions are largely routine and involve only minor problems. Only minor consequences or loss result from poor judgement.	
	3) Duties of the position require moderate judgement. Decisions involve many minor problems and occasionally a significant problem; therefore, there can be moderately serious consequences and moderate losses as a result of judgement errors.	
	4) Decisions are required based upon an analysis of facts or circumstances regarding a job assignment. Employee uses judgement to select a course of action from many available alternatives. Decisions regarding how to proceed are often reviewed with the supervisor and have considerable impact on resources and operations.	
	5) Decisions are required based upon assessment of situations including unusual circumstances. This may require deciding upon a variation in a major approach to a project or making decisions where data is incomplete or conflicting. Decisions involving complex policy and procedure matters are referred to supervisor. Significant and very serious consequences result from errors in judgement.	
	6) Decisions have to be made across a wide variety of areas of uncertainty. These include determining approaches and methodologies for	

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	programs and projects, interpreting and evaluating results of studies and technological developments. The employee works independently of supervision except for brief periods of consultation.	
	GUIDELINES GIVEN: Mark the appropriate box.	
	1) Guidelines cover all aspects of the work, and are specific and detailed.	
	2) There are established procedures to follow and some specific guidelines that apply to work.	
	3) The available guides don't completely apply. Judgement is needed to interpret and adjust policy, rules and precedents.	
	4) General administrative policies and precedents exist but guides are scarce or of limited use. Initiative and resourcefulness are needed to develop new methods, criteria and policy.	
	5) There is broadly stated and nonspecific guidance, i.e., basic legislation or broad policy statement. Judgement is needed to interpret and develops applications. Employee is a recognized technical authority in developing and interpreting guidelines.	
	SUPERVISION GIVEN: Responsibility of the worker on the job for assisting, instructing, training, directing, and/or coordinating the work of other employees in the department. Mark the appropriate box.	
	1) Never has responsibility for work of others.	
	2) Occasionally has responsibility for work of others.	
	3) Has an ongoing responsibility for one or two employees.	
	4) Has an ongoing responsibility for three of five employees.	
	5) Has an ongoing responsibility for six or more employees.	
	SUPERVISION RECEIVED: Mark the appropriate box.	
	1) Close supervision: Supervision available at all times. Instructions are explicit and do not permit deviation.	
	2) Immediate supervision: Instructions are specific and simple but adequate. Supervision is usually available; work may be periodically checked and reviewed for accuracy and completeness.	
	3) General Supervision: Follows established practices and policies. Supervisor is usually available and desired results are clearly defined. Work requires ability to make frequent minor decisions. Completed work is reviewed for accuracy and completeness.	
	4) Minimum Supervision: Desired results are clearly defined, but work methods are not prescribed except when a work assignment deviated substantially from the normal pattern. Supervision is normally available, but incumbent is expected to resolve work problems as they arise, make independent decisions, and work on most assignments with substantial independence.	
	5) General direction: Work methods are not prescribed, but work methods or approaches to work problems usually are determined by	

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	incumbent based upon knowledge or experience. Desired results are defined in general terms and incumbent general terms and incumbent generally works independently towards general results.	
	6) Minimum direction: Desired results are indicated in major terms or objectives. Work methods or approaches to problems are determined almost entirely by the incumbent. Final results are appraised largely with respect to attainment of program objectives.	

ESSENTIAL PHYSICAL AND ENVIRONMENT/HAZARD DEMANDS: Note in the code boxes the frequency letter code for activity and environment/hazard listed below for this position. N=Never, O=Occasional (<25%), F=Frequent (25-75%)			
CODE	ACTIVITIES	CODE	ACTIVITIES
	a. Sitting		b. Crawling
	c. Standing		d. Twisting Upper Body
	e. Walking		f. Climbing
	g. Kneeling		h. Carrying _____ lbs.
	i. Squatting		j. Lifting _____ lbs.
	k. Bending		l. Other:
CODE	ACTIVITIES	CODE	ACTIVITIES
	a. Client/Customer Contact		b. Mechanical Hazards
	c. Indoor Activity		d. Electrical Hazards
	e. Outdoor Activity		f. Dust/Mites Hazards
	g. Extreme Heat		h. Extreme Cold
	i. Extreme Noise		j. Other:
CODE	AMBULATORY DEMANDS: Note in the code box the most appropriate letter code for the level of ambulatory demands (excluding travel requirements) which is applicable to this position:		
	a. No ambulatory requirements.		
	b. Minimal ambulatory requirements-ability to move to and from work space with little other movement required using wheelchair or other aid.		
	c. Moderate ambulatory requirements-ability to move in and around personal work space using wheelchair or other aid.		

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	d. Normal ambulatory requirements-ability to move in and around personal work space AND to and from other areas of the office of building using wheelchair or other aid to attend meetings, deliver/retrieve materials, conduct interviews, or other activities outside of personal work space.
	e. Extreme ambulatory requirements-ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system.

CODE	COGNITIVE SKILLS: Note in the code box the most appropriate letter code for the level of cognitive skills which is applicable to this position.
	a. Minimal Cognitive requirements-ability to learn and retain repetitive actions.
	b. Moderate cognitive requirements-ability to learn, retain and act according to basic rules guiding the performance of an activity.
	c. Normal cognitive requirements-ability to learn, remember, and integrate rules, policies, or practices guiding the performance of an activity.
	d. Extensive cognitive skills-ability to learn, remember, and integrate complex concepts, difficult procedures, or complicated processes.
	e. Extreme cognitive requirements-ability to analyze and solve unique or complex problems or use interpretative or creative thinking to originate new techniques, establish criteria/methodologies or perform highly technical procedures.
CODE	COMMUNICATION DEMANDS-SPEECH: Note in the code box the most appropriate letter code for the level of speech requirement which is applicable to this position.
	a. No speech required.
	b. Minimal speech-communication requirements-ability to respond to supervisors/co-workers in the affirmative or negative.
	c. Marginal speech-communication requirements-ability to communicate verbally with clients/customers to gather information and/or explain policies/procedures.
	d. Normal speech-communication requirements-ability to communicate verbally with clients/customers to gather information and/or explain policies/procedures.
	e. Advanced speech-communication requirements-ability to communicate effectively to groups through either practiced or extemporaneous oral presentation.
CODE	COMMUNICATION DEMANDS-WRITTEN: Note in the code box the most appropriate letter or code for the level of written communications which is applicable to this position.
	a. No written communications required.
	b. Minimal written communication-ability to record very limited information such as phone messages or other brief notations using handwritten or mechanical means.

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	c. Marginal written communications required-ability to record information frequently such as phone messages, suspense/tracking records, log entries, leave/travel records, or other written records using handwritten or mechanical means.
	d. Normal written communication required-ability to routinely record information such as draft correspondence/reports/documents/policies/procedures, conduct interviews and record information, prepare case narratives, or prepare other lengthy documents using handwritten or mechanical means.
	e. Advanced written communications required-ability to continually record information as a primary job function such as writing news/editorial articles for a newspaper, prepare in-depth technical reports of on-going research activities, produce graphic/illustrations for media materials, or other predominately writing jobs using handwritten or mechanical means.

CODE	VISUAL ACUITY: Note in the code box the most appropriate letter code for the level of visual acuity which is applicable to this position.
	a. No vision required.
	b. Minimal visual requirements-ability to see shapes, shadows, contrasts.
	c. Marginal visual requirements-ability to read text with the aid of magnifying equipment.
	d. Normal or corrected reading vision required-ability to read with attention to details.
	e. Acute visual requirements-ability to perform visual activities requiring prolonged attention to detail such as auditing and proofreading.
	f. Extreme visual acuity required-ability to perform intense visual activities such as detailed art composition, camera/photography work, or lab/microscope work.
CODE	AUDITORY ACUITY: Note in the code box the most appropriate letter code for the level of auditory acuity which is applicable to this position.
	a. No hearing required.
	b. Minimal auditory requirements-ability to hear warning devices, tones, or loud sounds.
	c. Marginal auditory requirements-ability to hear and understand speech on a limited basis with use of amplifying equipment/hearing aids.
	d. Normal or corrected hearing required-ability to hear and understand speech to interact with co-workers/clients/customers on a routine or frequent basis with use of amplifying equipment/hearing aids.
CODE	TRAVEL DEMANDS: Note in the box the most appropriate letter code for the level of travel which is applicable to this position.
	a. No travel required.
	b. Minimal travel required-ability to travel infrequently (i.e. annually) for activities such as Basic Job Skills Training.

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	c. Moderate travel required-ability to travel occasionally (i.e. quarterly) for activities such as out-of-town meetings or training sessions.
	d. Normal travel frequently (i.e. weekly-monthly) for activities such as delivering mail, auditing records, or other activities requiring frequent travel under normal conditions.
	e. Extreme travel required-ability to travel routinely (i.e. daily) under extreme conditions such as all hours of day/night in high risk/dangerous settings or heavy travel for long distances such as delivering/picking up office furniture/equipment/supplies.

EQUIPMENT USED: List any equipment/machinery/vehicles required in this position to perform the essential job functions and % time used.	
NAME OF EQUIPMENT/MACHINERY/VEHICLE	% TIME USED
OTHER SPECIAL DEMANDS: List and explain any other special requirements of the position necessary to perform the essential job functions. i.e. high stress.	

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Employee

Supervisor