



ESSENTIAL AND MARGINAL JOB FUNCTION ANALYSIS

An essential function analysis is a fundamental facet of almost all human resource activities. Accurate identification of essential and marginal functions, time required, physical activities, physical and cognitive requirements, equipment used and environmental surroundings is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, and training. The essential function analysis explains the components of the job by identifying who, what, why, how much, and when.

Under the guidelines of the American with Disabilities Act (ADA), departments are required to complete the essential function analysis when a disability accommodation request is made and when an ADA employment referral is received. Departments are encouraged to complete the analysis prior to advertising vacant positions and use the information in the interviewing process. Additionally, departments are encouraged to use the Essential and Marginal Job Function Analysis information to conduct staff training and performance evaluations.

(Adapted from the University of Iowa)

JOB TITLE:

<p>Position Context Variables: Indicate the responsibilities and aptitudes required in completing the essential functions.</p>

Yes No

Yes	No	
		Work with frustrating situations: Job objectives are hindered by events beyond the employee's control
		Advise: Counsel others based on legal, financial, scientific, technical or other professional areas; recommend, guide, caution
		Coordinate: Negotiate, monitor and organize activities of others to achieve objectives, but without direct authority
		Instructing: Teach others, formally or informally
		Group activities: participate in activities requiring interpersonal skills and cooperation with others
		Working under time pressure: Rush or urgent time lines
		Working on an irregular schedule: Unscheduled overtime, called in to work, unanticipated changes in work place.
		Work with numerous distractions: telephone calls, interruptions
		Handle multiple assignments, conflicting demands or priorities
		Concentration: Maintain attention to detail over extended period of time, continually aware of variations in changing situations
		Travel: Travel out of town and/or overnight
		Reaction or response: Quick reaction or immediate response to emergencies
		Research and analysis: Fact finding, interpretation, investigation in preparing reports or evaluations
		Accountability and consequence of error: Responsible for money, equipment or personnel. Severe consequences to department, University or co-workers if work objectives are not met
		Work independence: Work is performed independently or with minimal on-site supervision
		Supervise: Recruit, screen, hire, assign and/or review work, train and/or evaluate other employees

Comments:

Cognitive Processes: Indicate the cognitive abilities required to complete the essential functions.

Yes No

		Inspect products, objects or materials
		Analyze information or data
		Plan sequences of operations or actions
		Make decisions of moderate to substantial effects, with variety of alternatives and moderate to substantial consequences
		Use logic to define problems, collect information, establish facts, draw valid conclusions, interpret information, deal with abstract variables.
		Perform basic counting, addition and subtraction of numbers
		Perform calculations using algebra, geometry and statistics
Comprehend Written Communication		
		a. Basic instructions, safety rules, office memoranda
		b. Technical or professional materials, financial or legal reports
Compose Written Communication		
		a. Compose letters or memos using standard business English
		b. Compose and edit reports or technical professional material
Verbal Comprehension		
		a. Comprehend simple verbal sentences and instructions
		b. Comprehend technical and complex information
Verbal Communication		
		a. Converse in standard English
		b. Converse using complex technical or professional English

Bilingual: Identify bilingual requirements: _____

Comments:

Degree of physical activity: Indicate the percent (%) of time pushing and pulling activities are performed to complete the essential functions. The total must equal 100%.

	NA	25%	25-49%	50-74%	>75%
Sedentary: Exert up to 10 lb. of force occasionally* and/or a minute amount frequently**					
Light: Exert up to 20 lb. of force occasionally* and/or up to 10 lb. of force frequently**					
Medium: Exert 20-50 lb. of force occasionally* and/or up to 10-15 lb. of force frequently**					
Heavy: Exert 50-100 lb. of force occasionally* and/or 25-50 lb. of force frequently**					
Very Heavy: Exceed 100 lb. of force occasionally* and/or 50 lb. frequently**					

*Occasionally - Activity or conditions exist up to 1/3 of the time

**Frequently - Activity or conditions exist from 1/3 to 2/3 of the time

Physical requirements: Indicate the % of time the following are performed to complete the essential functions. The total will exceed 100% as some requirements may be performed simultaneously.

	NA	25%	25-49%	50-74%	>75%
Lift: To raise or lower and object > 10 lb. from one level to another					
Lift: To raise or lower an object > 25 lb. from one level to another					
Carry: To transplant an object					
Push: To press with steady force, thrust objects forward, downward, outward					

Pull: To drag or tug objects						
Bend: To bend downward and forward by bending the spine at the waist						
Kneel: To bend legs at the knee, come to rest on knees						
Crouch: To bend the body down and forward, bending the legs and spine						
Crawl: Move on the hands, knees and feet						
Climb: Ascend/descend ladders, stairs, ramps						
Balance: Exceeding ordinary body equilibrium						
Reach: Extend hands and arms in any direction						
Handle: Seize, hold, turn with hands						
Finger: Pinch, type, activity with fingers						
Sit: For long period of time						
Stand: For long periods of time						
Repetitive Motion: Excessive repeating movements of arms, hands, wrists						
Talk: Express or exchange ideas verbally						
Walk: Move about on foot						
Hear: Perceiving sound by ear						
See: Obtain impressions through the eye						
Check if applicable: Ability to distinguish color		Vision clarity at >20 ft.		Vision clarity at >20 in.		

Comments:

Equipment, tools, electronic and communication devices: List those the employee will use to perform the essential functions.

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Physical surroundings and hazards: Indicate the statements applicable to complete the essential functions.

<input type="checkbox"/>	Spends approximately 80% or more of time indoors
<input type="checkbox"/>	Spends approximately 80% or more of time outdoors
<input type="checkbox"/>	Activities occur inside or outside in approximately equal amounts
<input type="checkbox"/>	Temperatures may be below 32 degrees for more than one hour at a time
<input type="checkbox"/>	Noise is sufficient to cause the employee to shout in order to be heard
<input type="checkbox"/>	Exposure to vibrating movements to the extremities or entire body
<input type="checkbox"/>	Risk of bodily injury due to proximity to moving mechanical parts, electrical current, animals, etc.
<input type="checkbox"/>	Conditions that affect the respiratory system or the skin, i.e., fumes, odors, air particles

General Comments:

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Must the employee drive a vehicle to perform the essential functions?
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Location where work is performed:

Day/Hour Schedule: _____

Positions reports to: _____

Name of person completing form: _____

Title of person completing form: _____

Date: _____