

ADA: POSITION ANALYSIS OF ESSENTIAL FUNCTIONS

Note: List each essential function of this position that **MUST** be performed. The term essential function means the "fundamental job duties of the employment position..." (Federal Register, 7/26/91, Volume 56, No. 144, page 11, Section 1630.2[n]). Respond to each statement (on the left) with a "yes" or "no" (except # __, use %) for each listed ESSENTIAL function.

	JOB FUNCTIONS				
POSITION TITLE:					
DEPARTMENT:					
Position exists to perform the function?					
Is this an essential function?					
Number of employees available to perform this function, if incumbent does not?					
Would taking this function from the job fundamentally change the job?					
Was the position description prepared before advertising or interviewing persons for the position?					
Does this function require special competencies, judgment, or training?					
Is a license required?					
Did the former incumbent perform the task?					
If there is a collective bargaining agreement, does it have an impact upon this function?					
Approximately what percentage of time per week is spent performing this function?					

Prepared by: _____ Title: _____ Department: _____

