



Unit Name: _____ Supervisor Name: _____

Job Title: _____ UGA Classification Title: _____

Level Degree/Certification Required: _____ # Years Exp Required: _____

Knowledge, Skills & Abilities Required:

Role/Task description:

Work environment (i.e., dust; grease; noise; heat; etc.): _____

Percentage of Activity:

What percentage of time are these activities used while performing the essential job functions?

STAND/WALK



____%

SIT



____%

STOOP/SQUAT



____%

REACH



____%

LIFT/CARRY



____%

The essential job functions involve (Check all that apply):

STAND/WALK

- Standing for long periods
- Walking for long periods
- Work on Stairs
- Climbing
- Use of a ladder

SIT

- Sitting for long periods
- Driving
- Answering the phone

STOOP/SQUAT

- Bending/Stooping
- Kneeling/Squatting

REACH

- Reaching/Grasping
- Overhead work
- Pushing/Pulling
- Repetitive use of hands
- Filing
- Handling chemicals

LIFT/CARRY

- Up to 10 lbs.
- From 11 to 25 lbs.
- Heavy (> 25 lbs.)

REASON

- Reading

- Strong Analytical Skill
- Computer Skills
 - email / Calendar
 - Internet Research
 - Excel / Word
 - Adobe / PowerPoint
- Customer Interaction
 - Strong Verbal Skills
 - Strong Written Skill
 - Strong Listen Skill
- Attention to Detail
 - Long Attention Span
 - Multiple Stimuli
 - Manage priorities
- Other: _____

Employee Name: _____

Position Start Date: ____/____/____