



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



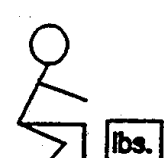
\_\_\_\_%

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: \_\_\_\_/\_\_\_\_/\_\_\_\_