



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



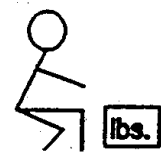
____%

REACH



____%

LIFT/CARRY



____%

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

STAND/WALK
<input type="checkbox"/> Standing for long periods <input type="checkbox"/> Walking for long periods <input type="checkbox"/> Work on Stairs <input type="checkbox"/> Climbing <input type="checkbox"/> Use of a ladder
SIT
<input type="checkbox"/> Sitting for long periods <input type="checkbox"/> Driving <input type="checkbox"/> Answering the phone
STOOP/SQUAT
<input type="checkbox"/> Bending/Stooping <input type="checkbox"/> Kneeling/Squatting

REACH
<input type="checkbox"/> Reaching/Grasping <input type="checkbox"/> Overhead work <input type="checkbox"/> Pushing/Pulling <input type="checkbox"/> Repetitive use of hands <input type="checkbox"/> Filing <input type="checkbox"/> Handling chemicals
LIFT/CARRY
<input type="checkbox"/> Up to 10 lbs. <input type="checkbox"/> From 11 to 25 lbs. <input type="checkbox"/> Heavy (> 25 lbs.)
REASON
<input type="checkbox"/> 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: ____/____/____