



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



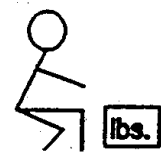
\_\_\_\_%

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