# Job Analysis Form

Instructions: Use this form to document the requirements of a job and the work performed – including the qualifications needed to successfully perform the essential functions of the job.

Job Title:

Department:

Reports To:

**GENERAL PURPOSE OF THE JOB**

(Briefly describe the job's primary purpose or contribution to the department or the organization)

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals. (Continue this list on another sheet if necessary.)

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**SUPERVISORY RESPONSIBILITIES**

Does this job have supervisory responsibilities? \_\_Yes \_\_No

Are there subordinate supervisors reporting to this job? \_\_Yes \_\_No

If yes, how many subordinate supervisors report to this job? \_\_\_\_\_\_\_

What are the names of the departments supervised by this job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many employees, in total, report to the subordinate supervisors? \_\_\_\_\_\_\_

Are there non-supervisory employees who report directly to this job? \_\_Yes \_\_No

If yes, how many employees are directly supervised by this job? \_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION AND/OR EXPERIENCE**

(Select the level of education and/or experience needed to successfully accomplish the essential duties of

this job.)

\_\_\_\_\_Level 1: No prior experience or training.

\_\_\_\_\_Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

\_\_\_\_\_Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

(Select the level of language ability to read, write and speak needed to successfully accomplish the essential

duties of this job).

\_\_\_\_\_Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words. Ability to print and speak simple sentences.

\_\_\_\_\_Level 2: Ability to read, write, and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

\_\_\_\_\_Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

\_\_\_\_\_Level 4: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

\_\_\_\_\_Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication. Ability to effectively present information to top management, public groups, and/or boards of directors.

\_\_\_\_\_Level 6: Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

(Select the level of mathematical skills and ability needed to successfully accomplish the essential duties of

this job.)

\_\_\_\_\_Level 1: Ability to add and subtract two digit numbers and to multiply and divide by 10's using units of American money and weight measurement, volume, and distance.

\_\_\_\_\_Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

\_\_\_\_\_Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

\_\_\_\_\_Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

\_\_\_\_\_Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

\_\_\_\_\_Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

**REASONING ABILITY**

(Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of

this job).

\_\_\_\_\_Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

\_\_\_\_\_Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

\_\_\_\_\_Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

\_\_\_\_\_Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

\_\_\_\_\_Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

\_\_\_\_\_Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

(List the licenses, certificates and registrations that are required to perform the essential duties of this job.)

**OTHER SKILLS AND ABILITIES:**

**OTHER QUALIFICATIONS:**

**PHYSICAL DEMANDS**

How much on-the-job time is spent on the following physical activities? Show the amount of time by checking the appropriate boxes below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **On the Job Time (Per Work Day)** | | | | |
| **None** | **Under 1/3** | **1/3** | **To 2/3** | **Over 2/3** |
| **Remain in a stationary position** |  |  |  |  |  |
| **Move about** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Operate, activate, inspect, place, handle, position equipment, materials, or products** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Ascend/descend ladders etc.** |  |  |  |  |  |
| **Move through tight spaces or perform job duties in tight spaces** |  |  |  |  |  |
| **Communicate with others** |  |  |  |  |  |
| **Detect or distinguish tastes and smells** |  |  |  |  |  |

Does this job require that weight be moved or force be exerted? Show the amount of on-the-job time by checking the appropriate boxes below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Weight** | **On the Job Time (Per Work Day)** | | | | |
| **None** | **Under 1/3** | **1/3** | **To 2/3** | **Over 2/3** |
| **Up to 10 pounds** |  |  |  |  |  |
| **Up to 25 pounds** |  |  |  |  |  |
| **Up to 50 pounds** |  |  |  |  |  |
| **Up to 100 pounds** |  |  |  |  |  |
| **More than 100 pounds** |  |  |  |  |  |

**Does this job have any special vision requirements? Check all that apply.**

\_\_\_\_Close vision (clear vision at 20 inches or less)

\_\_\_\_Distance vision (clear vision at 20 feet or more)

\_\_\_\_Color vision (ability to identify and distinguish colors)

\_\_\_\_Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

\_\_\_\_Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

\_\_\_\_Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

\_\_\_\_No special vision requirements

**Note the specific job duties that require the physical demands selected above.**

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**WORK ENVIRONMENT**

How much exposure to the following environmental conditions does this job require? Show the amount of on-the-job time by checking the appropriate boxes below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Condition** | **On the Job Time (Per Work Day)** | | | | |
| **None** | **Under 1/3** | **1/3** | **To 2/3** | **Over 2/3** |
| **Wet or humid conditions (non-weather)** |  |  |  |  |  |
| **Work near moving mechanical parts** |  |  |  |  |  |
| **Work in high, precarious places** |  |  |  |  |  |
| **Fumes or airborne particles** |  |  |  |  |  |
| **Toxic or caustic chemicals** |  |  |  |  |  |
| **Outdoor weather conditions** |  |  |  |  |  |
| **Extreme cold (non-weather)** |  |  |  |  |  |
| **Extreme heat (non-weather)** |  |  |  |  |  |
| **Risk of electrical shock** |  |  |  |  |  |
| **Work with explosives** |  |  |  |  |  |
| **Risk of radiation** |  |  |  |  |  |
| **Vibration** |  |  |  |  |  |

**How much noise is typical for the work environment of this job? Check one.**

\_\_\_\_Very quiet conditions (examples: forest trail, isolation booth for hearing test)

\_\_\_\_Quiet conditions (examples: library, private office)

\_\_\_\_Moderate noise (examples: business office with computers and printers, light traffic)

\_\_\_\_Loud noise (examples: metal can manufacturing department, large earth-moving equipment)

\_\_\_\_Very loud noise (examples: jack hammer work, front row at rock concert)

**Note the specific job duties affected by the environmental conditions selected above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL INFORMATION:**

Include any other information that will aid in preparing an accurate description of this job.

**PREPARED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title Date