



**ADAAA/WFEA JOB ANALYSIS OF ESSENTIAL FUNCTIONS**  
December 2015 (r. 10.18.16)

APPENDIX F



POSITION TITLE: \_\_\_\_\_

FUNCTIONS:	Check <u>Yes</u> or <u>No</u> for each of the 4 questions:				Enter 1, 2, 3, 4 or 5 for each of the 2 scales:	
	1. Job exists to perform function?	2. Incumbent actually performs function?	3. Job changes if function is removed?	4. Limited staff is available for performing the function OR the function is highly specialized?	Time spent relative to other functions: <i>Very little (1) to very much (5)</i>	Consequences of not doing the function: <i>Minor (1) to very bad (5)</i>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Evaluated by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS ON REVERSE SIDE**

## INSTRUCTIONS FOR COMPLETING THE JOB ANALYSIS OF ESSENTIAL FUNCTIONS FORM

### **PURPOSE:**

The Americans with Disabilities Act Amendment Act (ADAAA) of 2009 requires an analysis of each job to identify its essential functions and physical and environmental demands. The essential functions of the job are important for two reasons: (1) these functions are assumed to reflect the fundamental performance requirements of the job and (2) these functions must be known to determine if a qualified individual with a disability can perform the job with or without accommodations.

To determine if a function is essential to a job, four questions must be answered (yes or no):

1. Does the job exist to perform the function?
2. Does the incumbent actually perform the function?
3. Would the job change if the function were removed?
4. Is the staff available for performing function limited in number OR does the function require highly specialized knowledge or skills?

and two scales must be completed:

- A. Time spent on the function relative to time spent on other functions (from *very little* to *very much*).
- B. The overall consequences of not performing the function (from *minor* to *very bad*).

Thank you for your assistance in this analysis. If you have any questions, call (414) 286-8643.