

ESSENTIAL FUNCTIONS POSITION ANALYSIS

Agency: _____ Author: _____

Class Title: _____ PCN #: _____

FUNCTIONS	<i>FACTORS THAT MAY ESTABLISH A FUNCTION IS ESSENTIAL:</i>				<i>EVIDENCE THAT MAY ESTABLISH A FUNCTION IS ESSENTIAL:</i>					ESSENTIAL?
	Position exists to perform?	Limited # of employees available?	Highly specialized; hire for ability?	Other:	Agency documentation establishes?	% of time spent performing:	Consequence of not performing:	Have previous incumbents performed?	Do incumbents in similar positions perform?	
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The purpose of this work sheet is to help you conduct a position analysis. This process should be completed for each position and reviewed when duties change. This analysis is consistent with what is outlined in the Americans with Disabilities Act (ADA) regulations.

Functions are the tasks, duties and responsibilities of the position. Up to date [Work Performance Standards \(NPD-14\)](#), [Position Questionnaire \(NPD-19\)](#), [class specification](#) and information gained from the current (or previous) incumbent and the position's supervisor are resources in determining the functions of the position.

DIRECTIONS: Evaluate each function in each of the columns on the form and analyze the responses cumulatively to determine if a job function is essential. Answering in the affirmative to more than one of the factors that may establish a function is essential is not necessary to determine that a function is essential. Keep in mind, an essential function is so necessary to the position that an employee cannot do the job without being able to perform it. A marginal function can be reassigned to another employee without compromising the core of the position's purpose. The documentation of evidence that may establish a function is essential assists in demonstrating that the determination that a function is essential was made on a factual basis.

EXPLANATION – FACTORS THAT MAY ESTABLISH A FUNCTION IS ESSENTIAL:

- **Does this position exist to perform this function?** What is the overall purpose of this position, and is this function an integral part of accomplishing this purpose? For example, a person is hired as a "floating" supervisor to substitute when regular supervisors on day, night, and graveyard shifts are absent. The only reason this position exists is to have someone who can work on any of the three shifts in place of an absent supervisor. Therefore, the ability to work at any time of day is an essential function of the position.
- **Limited number of employees are available to perform?** A function may be considered essential based on the number of other employees available to perform that task or among whom the responsibility for the task can be distributed. With a small work force (e.g., rural office), the need to perform several tasks is more critical than with a larger staff, where work can usually be redistributed with less impact. For example, it may be an essential function for a file clerk to answer the telephone if there are only two employees in a very busy office and each employee has to perform many different tasks.
- **Is this function so specialized that the employee is hired for his or her ability to perform the function?** This question addresses the level of expertise required to perform the function. Some duties may require a particular licensure or registration. Others may require a number of years of experience in a specialized field in order to attain the necessary level of proficiency. The level of expertise required can be a determining factor when identifying essential functions. For example, a person is hired to be an Accountant and is required to be licensed as a Certified Public Accountant (CPA). A function which requires licensure as a CPA is an essential function of the job.

EXPLANATION – EVIDENCE THAT MAY ESTABLISH A FUNCTION IS ESSENTIAL:

- **Does the agency's documentation establish that it is an essential function?** Is it identified as being an important part of the position's duties in documentation prepared before advertising or interviewing applicants (e.g., Position questionnaire, work performance standards, previous versions of the essential functions, job announcement)?
- **Percentage of time spent performing?** Typically, duties that comprise a substantial percentage of time are considered essential to the position.
- **What are the consequences of the function not being performed?** A function that is performed infrequently may still be essential because of the serious consequence(s) that would occur if it were not performed. For example, a firefighter may only occasionally have to carry a person from a burning building, but being able to perform this function would be essential to the firefighter's position.
- **Did previous employees perform?** This may be a new function not previously assigned, or a function that has always been assigned to this position. The first consideration is whether an employee in the position actually must perform the function. For example, a job announcement or job description for a staff support position may state that the position requires moving boxes of copy paper. If, in fact, the employer has never or seldom required previous employees in that position to move boxes of copy paper, this may not be considered an essential function, unless the position has been re-structured.
- **Do incumbents in similar positions perform the function?** Are there similar positions in your agency or in other agencies? Do they perform this function and is the function considered essential to those other positions?