

POSITION FUNCTIONS

Class Title:		
Class Code:	Position Control #:	Budget Account #:
Agency:		
Preparer:	Preparer's Position:	Date:
Reviewer:	Reviewer's Position:	Date:

ESSENTIAL FUNCTIONS:

CANDIDATE/EMPLOYEE'S ACKNOWLEDGEMENT:

Can you perform these essential functions with or without reasonable accommodation? Yes No

Candidate/employee's name (print): _____

Candidate/employee's signature: _____

Date: _____

MARGINAL FUNCTIONS:

Nothing in these position functions restricts the agency's right to assign or reassign duties and responsibilities to this position at any time.

INSTRUCTIONS

The ADA-3 form is used to document the functions (i.e., tasks, duties, responsibilities) of a position and also the candidate's or the employee's response to whether or not he or she is able to perform the essential functions of the position with or without accommodation. NAC 284.441 states that "the appointing authority shall provide a description of the essential functions of a position to each candidate who is being considered for a vacant position." Additionally, the functions of a position would also need to be updated for changes in the position's duties and then provided to the incumbent.

It is recommended that this form be used in conjunction with the Essential Functions Position Analysis form (ADA-1) and the Physical & Cognitive Characteristics Inventory (ADA-2). The ADA-1 form provides a worksheet for determining which functions are essential.

Essential function examples related to the function of answering incoming phone calls:

- Professionally administers all incoming calls.
- Ensures phone calls are redirected accordingly.
- Answers telephone and directs the caller to the appropriate staff member; will transfer a caller to a staff member's voice mailbox when the staff member is unavailable.

Marginal functions are peripheral, extra or incidental functions. A marginal function is not necessarily unimportant to the organization; however, it is not critical to the reason for the position's existence.

It is recommended that the position's supervisor prepare (or update) the essential functions and the agency's human resource staff review them.

If a candidate indicates that he or she cannot perform the essential functions of a position with or without accommodation, the candidate is not eligible for hire. If an employee indicates that he or she cannot perform the essential functions of a position with or without accommodation, contact your agency's human resource staff as soon as possible for assistance.