**INSTRUCTIONS**: Indicate the characteristics that are necessary to perform the essential and marginal functions of the position. For each characteristic indicated, all of the associated essential and/or marginal functions must be listed in the Function #(s) column. ***DO NOT indicate an item if it is a preferred/common method (versus the only method) of performing a job function.*** For example, you would not want to indicate that an employee performing data entry needs to sit “C” (i.e., constantly) as that is the preferred or common method. The employee could accomplish the data entry working at a sit-stand desk.

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| **KEY** |
| N = Never | Zero % of time |  |
| O = Occasionally | 1 – 33 % of time | Up to 2 ½ hours | 1 – 33 reps |
| F = Frequently | 34 – 66 % of time | 2 ½ - 5 hours | 34 – 200 reps |
| C = Constantly | 67 – 100 % of time | 5 – 8 hours |  |

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| --- | --- | --- |
| *Description* | *Frequency* | *Function #(s)* |
| *N* | *O* | *F* | *C* |
| **STAMINA** |  |
| Sitting (chair, stool, vehicle) |  |  |  |  |  |
| Walking (distance 5’ to 100’) |  |  |  |  |  |
| Standing |  |  |  |  |  |
| Sprinting/running |  |  |  |  |  |
| **FLEXIBILITY** |  |
| Bending or twisting at the neck |  |  |  |  |  |
| Bending or twisting the trunk |  |  |  |  |  |
| Crouching/squatting/stooping/kneeling |  |  |  |  |  |
| Reaching above the head |  |  |  |  |  |
| Reaching forward |  |  |  |  |  |
| Crawling (e.g., under vehicle) |  |  |  |  |  |
| **ACTIVITIES** |  |
| Climbing (e.g., steps, ladders, into vehicles) |  |  |  |  |  |
| Hand/grip strength |  |  |  |  |  |
| Repetitive motion (e.g., typing, calculator, stapling, stamping, filing, sorting, operating equipment, writing) |  |  |  |  |  |
| Other:  |  |  |  |  |  |
| **USE OF HANDS/ARMS/FEET (fingering/handling/wrist motions)** |  |
| Fingering (fine dexterity, picking, pinching) |  |  |  |  |  |
| Handling (seizing, holding, grasping) |  |  |  |  |  |
| Wrist motions (repetitive flexion/rotation) |  |  |  |  |  |
| Feet (foot pedals) |  |  |  |  |  |
| ADDITIONAL INFORMATION (e.g., extreme range of motion, eye-hand coordination, eye-hand-foot coordination, manual dexterity): |  |  |
| **LIFTING** |
| *Indicate the lifting levels required and the frequency of lifting each number of pounds.* | *N* | *O* | *F* | *C* | *Function #(s)* |
| 0 – 5 lbs. FLOOR TO WAIST |  |  |  |  |  |
| 0 – 5 lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 0 – 5 lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| 6 – 9 lbs. FLOOR TO WAIST |  |  |  |  |  |
| 6 – 9 lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 6 – 9 lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| 10 – 25 lbs. FLOOR TO WAIST |  |  |  |  |  |
| 10 – 25 lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 10 – 25 lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| 26 – 50 lbs. FLOOR TO WAIST |  |  |  |  |  |
| 26 – 50 lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 26 – 50 lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| 51 – 75 lbs. FLOOR TO WAIST |  |  |  |  |  |
| 51 – 75 lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 51 – 75 lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| 76 or more lbs. FLOOR TO WAIST |  |  |  |  |  |
| 76 or more lbs. WAIST TO SHOULDER |  |  |  |  |  |
| 76 or more lbs. SHOULDER TO OVERHEAD |  |  |  |  |  |
| If applicable, why are 76 or more lbs. lifted? |  |
| If applicable, can loads/items over 50 lbs. be shared or reduced into small loads? |  | N/A |
|  | Never |
|  | Sometimes |
|  | Usually |
|  | Always |
| **PUSHING/PULLING** |
|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| 0 – 5 lbs. |  |  |  |  |  |
| 6 – 9 lbs. |  |  |  |  |  |
| 10 – 25 lbs. |  |  |  |  |  |
| 26 – 50 lbs. |  |  |  |  |  |
| 51 – 90 lbs. |  |  |  |  |  |
| Over 90 lbs. |  |  |  |  |  |
| Frequency of pushing/pulling items on wheels? |  | N/A |
|  | Never |
|  | Sometimes |
|  | Usually |
|  | Always |

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| What types of terrain are items pushed/pulled on? (Check all that apply) |  | Carpet |
|  | Tile |
|  | Concrete |
|  | Blacktop/pavement |
|  | Rough outdoor surfaces |
|  | Other:  |
| **CARRYING** |
|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| 0 – 5 lbs. |  |  |  |  |  |
| 6 – 9 lbs. |  |  |  |  |  |
| 10 – 25 lbs. |  |  |  |  |  |
| 26 – 50 lbs. |  |  |  |  |  |
| 51 – 90 lbs. |  |  |  |  |  |
| Over 90 lbs. |  |  |  |  |  |
| If applicable, what distance are items over 50 lbs. carried? (Check all that apply) |  | 6 feet or less |
|  | 7 – 25 feet |
|  | 26 – 50 feet |
|  | Over 50 feet |
| **MENTAL CAPABILITY/COGNITIVE REQUIREMENTS** |
|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| Emotional/Behavioral Self-Regulation | Ability to monitor, evaluate and modify one’s own emotional reactions (e.g., frustration) |  |  |  |  |  |
| Ability to remain calm and focused |  |  |  |  |  |
| Comprehension | Understand, remember and apply routine verbal and/or written instructions |  |  |  |  |  |
| Understand, remember and communicate routine, factual information |  |  |  |  |  |
| Understand complex problems and collaborate to explore alternative solutions |  |  |  |  |  |
| Understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints |  |  |  |  |  |
| Organization | Organize thoughts and ideas into understandable terminology |  |  |  |  |  |
| Organization activities to complete sequential and/or routine tasks |  |  |  |  |  |
| Organize and prioritize individual work schedule to manage multiple tasks and/or projects |  |  |  |  |  |
| Organize and prioritize the work schedule of others to manage multiple tasks and/or projects |  |  |  |  |  |
|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| Decision making | Make decisions that have an impact on the individual’s work |  |  |  |  |  |
| Make decisions that have an impact on the immediate work unit’s operations and services |  |  |  |  |  |
| Make decisions that have an impact on the agency’s credibility, operations and/or services |  |  |  |  |  |
| Communication (e.g., verbal, writing) | Communicate and exchange routine/basic information |  |  |  |  |  |
| Communicate and explain a variety of information |  |  |  |  |  |
| Communicate in-depth information for the purpose of interpreting and/or negotiating |  |  |  |  |  |
| In person (or through communication media) presentation(s) to groups |  |  |  |  |  |
| Mathematics | Count accurately |  |  |  |  |  |
| Add, subtract, multiply and divide |  |  |  |  |  |
| Compute, analyze and interpret numerical data for reporting purposes |  |  |  |  |  |
| Compute, analyze and interpret complex statistical data and/or to develop forecasts and/or computer models |  |  |  |  |  |
| **VISION** |
| Seeing objects/persons at a distance, for example: when driving |  |  |  |  |  |
| Seeing close work such as typed or handwritten material |  |  |  |  |  |
| Being able to tell differences among colors |  |  |  |  |  |
| Having very good depth perceptions (fine muscle control) |  |  |  |  |  |
| Stereoscopic vision |  |  |  |  |  |
| **HEARING** |
| Hearing conversation in a quiet environment |  |  |  |  |  |
| Hearing conversation in a noisy environment |  |  |  |  |  |
| Ability to tell where a sound is coming from |  |  |  |  |  |
| Hearing differences among bells, buzzers, beeps, horns, etc. |  |  |  |  |  |
| **SPEECH/COMMUNICATION** |
| Communicating through speech (Communication skills required to converse with customers and co-workers) |  |  |  |  |  |
| **QUOTAS/WORK SPEED** |
| High volume of piecework, provide standard: |  |  |  |  |  |
| High work speed required meeting quotas, provide standard: |  |  |  |  |  |
| Process multitasking work and changing/transitional work |  |  |  |  |  |

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|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| **WORKING CONDITIONS** |
| Working inside |  |  |  |  |  |
| Working outside |  |  |  |  |  |
| Working in temperatures below 32degrees Fahrenheit |  |  |  |  |  |
| Working in temperatures above 100 degrees Fahrenheit |  |  |  |  |  |
| Working where there are sudden temperature changes (changes of greater than 50 degrees Fahrenheit) |  |  |  |  |  |
| Walking on slippery surfaces |  |  |  |  |  |
| Being soaking wet |  |  |  |  |  |
| Working over 6 feet off the ground |  |  |  |  |  |
| Working in confined and/or cramped spaces |  |  |  |  |  |
| Working in loud noise areas (where the employee would have to raise his or her voice to be heard) |  |  |  |  |  |
| Exposure to welding flash or microwaves while doing the job |  |  |  |  |  |
| Close exposure to computer monitors and video screens |  |  |  |  |  |
| Exposure to sunlight |  |  |  |  |  |
| Exposure to fluorescent light |  |  |  |  |  |
| Handling or being in machinery that is vibrating (commercial motor vehicles) |  |  |  |  |  |
| Working where there are sudden changes in air pressure, or very high or low air pressure |  |  |  |  |  |
| Risk of getting a minor injury (minor cut, bruise, scrape, burn) |  |  |  |  |  |
| Risk of getting a major injury (broken bone, major burn, deep cut, shot, etc.) |  |  |  |  |  |
| Risk of being bitten by animals or insects |  |  |  |  |  |
| Exposure to silica or asbestos dust (cement or concrete powder), is there enough of this dust that the employee needs to wear a mask? |  |  |  |  |  |
| Exposure to other types of dust, other than ordinary surface or household dust, is there enough of this dust that the employee needs to wear a mask? |  |  |  |  |  |
| Exposure to environmental allergens (grasses, weeds, pollens, trees) |  |  |  |  |  |
| Exposure to infection (germs, bacteria, viruses, etc.) This question refers to a risk greater than the risk to the average person |  |  |  |  |  |
| Exposure to x-rays or radioactive isotopes |  |  |  |  |  |
| Contact with oils or other petroleum products |  |  |  |  |  |
| Exposure to solvents, degreasers, pesticides and/or herbicides |  |  |  |  |  |
| Exposure to gases, fumes, sprays, etc. |  |  |  |  |  |
| Meeting deadlines |  |  |  |  |  |
| Interacting with the public, other workers, etc. |  |  |  |  |  |
|  | *N* | *O* | *F* | *C* | *Function #(s)* |
| Irregular or extended work hours, explain (e.g., shift, mandatory overtime): |  |  |  |  |  |
| Working alone (not within shouting distance of others) |  |  |  |  |  |
| Direct responsibility for the safety, well-being, or work output of other people |  |  |  |  |  |
| Multiple demands from several people |  |  |  |  |  |
| Handle general office chemicals (toner, ink pads, disinfectant, lubricants (WD 40), bleach, fire extinguisher compound, etc.)  |  |  |  |  |  |
| Exposure to traffic hazard(s) |  |  |  |  |  |
| Ventilation and air quality (This is applicable when required to work in poor ventilation and the risk is greater than the risk to the average person per the Occupational Safety and Health Administration, this does not refer to a general office situation) |  |  |  |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT** |
| Mask |  |  |  |  |  |
| Filter respirator |  |  |  |  |  |
| Respirator (similar to SCUBA tank setup) |  |  |  |  |  |
| Goggles or safety glasses |  |  |  |  |  |
| Gloves |  |  |  |  |  |
| Hard hat |  |  |  |  |  |
| Chaps |  |  |  |  |  |
| Ear plugs/muffs |  |  |  |  |  |
| Lead apron |  |  |  |  |  |
| Face shield |  |  |  |  |  |
| Steel-toed shoes |  |  |  |  |  |
| Chemical apron |  |  |  |  |  |
| Body suit |  |  |  |  |  |

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| *Check if applicable* |
|  | Driving | Length of time per day (e.g., hours, minutes): |  |
|   | Commercial drivers’ license basic skills test |
|  | Peace Officers Standards and Training (POST) annual training requirements |

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| Other: |  |