**University Human Resources Essential and Marginal Job Function Analysis**

Faculty and Staff Disability Services **(EMJFA)**

121-20 University Services Building

Iowa City, Iowa 52242-1911



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department**: |  | **Position** **Title**: |  | **Job Code**: |  |
|  | |  | |  | |
| **Incumbent**: |  | **Position #:**: | 00000000 | **Requisition #:** |  |

## POSITION SUMMARY:

Provide a position summary. If you need more space, please attach a separate sheet. A position summary consists of concise, qualitative statements crystallizing the basic purpose of the job and rationale for its existence.

UNIVERSAL COMPETENCIES:

Universal Competencies are those that apply to all University jobs (P&S, Merit, Merit Supervisory-Exempt, Confidential, and SEIU), support our mission, and are consistent with our core values; they are: Positive Impact/Achieving Results, Service Excellence/Customer Focus and Collaboration and Embracing Diversity. (Insert applicable competency levels required for this position)

<http://hr.uiowa.edu/competencies/universal>

FUNCTION STATEMENTS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential (Primary) Functions** | % | **Marginal (Secondary) Functions** | % |
| 1. | 0.00 | 1. | 0.00 |
| 2. | 0.00 | 2. | 0.00 |
| 3. | 0.00 | 3. | 0.00 |
| 4. | 0.00 | 4. | 0.00 |
| 5. | 0.00 | 5. | 0.00 |
| 6. | 0.00 | 6. | 0.00 |
| 7. | 0.00 | 7. | 0.00 |
| 8. | 0.00 | 8. | 0.00 |
| 9. | 0.00 | 9. | 0.00 |
| 10. | 0.00 | 10. | 0.00 |
| 11. | 0.00 | 11. | 0.00 |
| 12. | 0.00 | 12. | 0.00 |
| 13. | 0.00 | 13. | 0.00 |
| 14. | 0.00 | 14. | 0.00 |
| **Essential Column Total\*\*** | **0.00%** | **Marginal Column Total\*\*** | **0.00%** |

**\*\*Essential and Marginal Column Totals must total 100%.**

## POSITION CONTEXT VARIABLES:

Indicate the responsibilities and aptitudes required to perform the essential/primary functions for this position.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Select the box under YES or NO to place an "X". Select the box again to remove the “X”.** |
|  |  | Work with frustrating situations: Job objectives are hindered by events beyond the employee's control. |
|  |  | Advise: Counsel others based on legal, financial, scientific, technical, or other specialized areas; recommend, guide caution. |
|  |  | Coordinate: Negotiate, monitor and organize activities of others to achieve objectives, but without direct authority. |
|  |  | Instruct: Teach others, formally or informally. |
|  |  | Group activities: Participate in activities requiring interpersonal skills and cooperation with others. |
|  |  | Work under time pressure: Rush or urgent time lines. |
|  |  | Work on an irregular schedule: Unscheduled overtime, called in to work, unanticipated changes in work pace |
|  |  | Work with numerous distractions: Telephone calls, visitors, coworkers |
|  |  | Handle multiple assignments, conflicting demands or priorities |
|  |  | Concentration: Maintain attention to detail over extended period of time, continually aware of variations in changing situations |
|  |  | Reaction or response: Quick reaction/immediate response to emergencies of severe consequences |
|  |  | Research and analysis: Fact-finding, interpretation, investigation in preparing reports or evaluations |
|  |  | Accountability and consequence of error: Responsible for money, equipment, or personnel. Severe consequences to department, University, or coworkers if work objectives are not met. |
|  |  | Work independence: Work is preformed independently or with minimal on-site supervision. |
|  |  | Supervise: Recruit, screen, hire, assign and/or review work, train and/or evaluate other employees. |
|  |  | Confidentiality: Work with confidential information, materials, and records. |

**Comments:**

## COGNITIVE PROCESSES:

Indicate cognitive abilities required to complete the essential functions.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** | **Select the box under YES or NO to place an “X”. Select the box again to remove the “X”.** |
|  |  | Inspect products, objects, or materials. |
|  |  | Analyze information or data. |
|  |  | Plan sequence of operations or actions. |
|  |  | Make decisions of moderate to substantial effects, with variety of alternatives and moderate to substantial consequences. |
|  |  | Use logic to define problems, collect information, establish facts, draw valid conclusions, interpret information, and deal with abstract variables. |
|  |  | Perform basic counting, addition, and subtraction of numbers. |
|  |  | Perform calculations using algebra, geometry, and statistics. |
|  |  | **Comprehend written communication**: |
|  |  | a. Basic instructions, safety rules, office memoranda at high school graduate level. |
|  |  | b. Technical or professional materials, financial or legal reports at post-secondary level. |
|  |  | **Compose written communication**: |
|  |  | a. Compose letters or memos using standard business English at high school graduate level. |
|  |  | b. Compose and edit report or technical, professional material at post-secondary level. |
|  |  | **Verbal comprehension**: |
|  |  | a. Comprehend simple verbal sentences and instructions at high school graduate level. |
|  |  | b. Comprehend technical and complex information at post-secondary level. |
|  |  | **Verbal communication**: |
|  |  | a. Converse in Standard English at high school graduate level. |
|  |  | b. Converse using complex technical or professional English at post-secondary level. |

**Foreign Language Requirements**:

**Comments**:

**Physical Activities & Requirements**

**Occasional lift or Occasional push/pull: The most the employee would ever lift or push/pull.**

**Frequent lift or Frequent push/pull: The amount an employee would lift or push/pull on a repetitive (34-66% of the work day) basis.**

**Constant lift or Constant push/pull: Is rarely applicable. \*Please check with your HR Rep before selecting anything other than N/A.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PHYSICAL REQUIREMENTS** |  | Not at all | Occasional  1-33% | Frequent  34-66% | Constant  67%+ |
| KNEEL | To bend legs at the knee, come to rest on knees |  |  |  |  |
| CROUCH/SQUAT | To bend the body down and forward, bending legs and spine |  |  |  |  |
| CRAWL | Move on the hands, knees and feet |  |  |  |  |
| CLIMB | Ascend/descend ladders, stairs, and ramps |  |  |  |  |
| SIT | Remain in a seated position |  |  |  |  |
| STAND | Remain on one’s feet in an upright position |  |  |  |  |
| WALK | Move about on foot |  |  |  |  |
| BEND | To bend downward and forward by bending the spine at the waist |  |  |  |  |
| TWIST | To turn to either side from the waist |  |  |  |  |
| REACH  **Check all that apply** | Extend hands and arms  overhead  shoulder  waist  below waist |  |  |  |  |
| CARRY | To transport an object |  |  |  |  |
| PINCH/FINE MANIPULATION | Pinch, type, activity with fingers |  |  |  |  |
| GRASP/GRIP | Seize, hold, turn with hands |  |  |  |  |
| TALK | Express or exchange ideas verbally |  |  |  |  |
| HEAR | Perceiving sound by ear |  |  |  |  |
| SEE  **Check all that apply** | Obtain impressions through the eye  vision clarity greater than 20 feet  vision clarity less than 20 inches  ability to distinguish color |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LIFT**  **UP TO** | N/A | 5 lbs. | 10 lbs. | 15 lbs. | 20 lbs. | 25 lbs. | 30 lbs. | 35 lbs. | 40 lbs. | 45lbs. | 50 lbs. | 75 lbs. | 100 lbs. |
| Occasional (1 – 33%)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Frequent  (34 – 66%)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Constant  (67%+)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **PUSH/PULL**  **UP TO** | N/A | 5 lbs. | 10 lbs. | 15 lbs. | 20 lbs. | 25 lbs. | 30 lbs. | 35 lbs. | 40 lbs. | 45lbs. | 50 lbs. | 75 lbs. | 100 lbs. |
| Occasional (1 – 33%)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Frequent  (34 – 66%)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Constant  (67%+)  **Check one** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**EQUIPMENT, TOOLS, ELECTRONIC AND COMMUNICATION DEVICES, AND SOFTWARE:**

List the items the employee will use to perform the essential/primary functions.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  | 4. |  |
| 2. |  | 5. |  |
| 3. |  | 6. |  |

## PHYSICAL SURROUNDINGS AND HAZARDS:

Indicate which statements are applicable.

Spends approximately 80% or more of time indoors.

Spends approximately 80% or more of time outdoors.

Activities occur inside or outside in approximately equal amounts.

Temperatures may be below 32 degrees for more than one hour at a time.

Temperatures may be above 100 degrees for more than one hour at a time.

Noise is sufficient to cause the employee to shout in order to be heard.

Exposure to vibrating movements to the extremities or entire body.

Risk of bodily injury due to proximity to moving mechanical parts, electrical current, animals, etc.

Conditions that affect the respiratory system or the skin, i.e., fumes, odors, air particles.

## GENERAL INFORMATION:

Comments:

Must a vehicle be driven to perform the essential/primary functions?  YES  NO

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location(s) where work is performed: | | | | |  | |  | |
| Day/Hour schedule | | |  | | | |  | |
| Name/ phone of Supervisor to whom this position reports: | | | | | |  |  | |
| Title of Supervisor: |  | | | | | |  | |
| Name of person completing form: | | | |  | | | Date: |  |
| Signature of incumbent:\* | |  | | | | | Date: |  |

**\*Signature of person currently in position. If "vacant" or "new", leave blank.**

**If you are requesting the establishment of a new Merit position or reclassification of existing Merit position, submit this form to: Compensation and Classification, 121-11 USB.**

**All merit requisitions must have an EMJFA on file in the hiring department before the requisition will be processed.**

**It is recommended all P & S requisitions have an EMJFA on file in the hiring department at the time of advertising.**

**Comments**: