**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**: