

## Position Description

Request date	PI Name
Position working title:	Department:
General Summary:	
<p>Prior to filling the next section, think about the tasks and duties that you expect to be performed in this position.</p> <p>State the most important duty first and finish with the least important duty of the S R V L W L R Q</p> <p>Calculate the percentage that each task/duty may require. Be sure these percentages total 100%</p> <p>Include all tasks, duties and functions that you expect to be performed except those that occupy 2% or less, if you consider them very important.</p> <p>Indicate whether each task is Essential (E) or Marginal (M). Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. They are the tasks fundamental, critical, primary and necessary. Supervisors are required to determine what functions are performed in the job and which, if eliminated, would fundamentally alter the nature of the job.</p>	

of Total Essential ( Work Tasks and  
Working 7 L Marginal(M)

%		
%		
%		

100%

Other duties as assigned.



	Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Kneeling	Bending legs at knee to rest on knee or knee Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Squatting	Bending the legs at the knees with pressure on the feet with buttocks resting on the back of the heels or back of calves. Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Crawling	Moving about on hands and knees or hands and feet Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Reaching	Extending the hands and arms in any direction. <input checked="" type="radio"/> Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100%    Not Applicable
Standing	Remaining on one's feet in an upright position at a workstation without moving about for extended periods of time Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Walking	Moving about on foot to accomplish tasks. Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable
Pushing	Using upper arms and shoulders to press against something with steady force in order to move objects forward, or outward. Occasionally = 0-33%    Frequently = 34-66%    Constantly = 67-100% <input checked="" type="radio"/> Not Applicable

Pulling    Using upper arms and shoulders to exert force to draw, drag, haul objects in a sustained motion.  
Occasionally = 0-33%    Frequently = 34-66%

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