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JOB ANALYSIS

Americans with Disabilities Act has required us to re-think the way in which we set forth job descriptions. Job descriptions must detail the **essential job functions** specific to the duties of the position. Employers need to review each job and be certain that the physical and mental abilities required for that position are clearly spelled out on the job description. The basic information you need to gather for analyzing almost any type of job should include:

1. Prerequisites of the job such as:
 - a) Minimum level of education
 - b) Licenses and certifications (i.e., drivers license, CDA, etc.)
2. Goal of the job (what do you want the employee to accomplish for you?)
3. Duties:
 - a) Essential duties (what duties must be performed in order to meet the goal of the job. Be sure to include emergency duties - those duties may be infrequent but must be performed when the need arises)
 - b) Non-essential duties (those duties that are usually performed by the person in the job, but which are not essential to the goal of the job, or duties that could be performed by other employees)
4. Physical abilities required in order to perform the essential job functions:
 - a) Lifting - how much weight, how often
 - b) Pushing - how much weight, how often
 - c) Carrying - how much weight, how often
 - d) Sitting - how long
 - e) Reaching - how high
 - f) Use of fingers - how many
 - g) Use of hands - right, left or both
 - h) Walking - how far, how often
 - i) Standing - how long
 - j) Use of legs - right, left or both
5. Viewing
 - a) Far vision correctable
 - b) Near vision correctable
 - c) Depth perception
 - d) Ability to distinguish colors
6. Hearing
 - a) types of sounds
 - b) acuity
7. Mental Abilities
 - a) reading
 - b) calculating
 - c) measuring
 - d) planning
 - e) supervising
 - f) compiling
 - g) communicating
 - h) interpreting
 - i) explaining

- j) investigating
- 8. Procedures and methods for performing essential duties
- 9. Equipment and tools used
- 10. Work Environment
 - a) Inside or outside
 - b) Office, classroom, kitchen, bus, etc.
 - c) Temperature (cold, moderate, hot)
 - d) Humidity, dampness
 - e) Dust, pollution
 - f) Steps, ramps or stairs
 - g) Slippery or uneven walking surfaces
 - h) Working around moving objects
 - i) Protracted or irregular work hours; work station location; noise and vibration levels; mobility barriers between work areas.
- 11. Safety considerations (handling hazardous materials, machinery)
- 12. Supervision (work teams, close control of work by supervisor, no day-to-day supervision)

We have discovered the best method for conducting a Job Analysis is to involve the employees who currently hold in the position. They are your best resource for determining the abilities which are required to perform all aspects of the job. For more specific information about ADA requirements affecting employment, contact:

Equal Employment Opportunity Commission
1801 L Street NW
Washington, DC 20507
202-663-4900 (Voice)
800-800-3302 (TDD)
202-663-4494 (TDD for 202 Area Code)