



## Aurora University Job Description Questionnaire

**POSITION TITLE:** \_\_\_\_\_ **INCUMBENT'S NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **I. PRIMARY JOB FUNCTIONS**

Summarize the general purpose and the primary functions of this position.

### **II ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES**

Describe specifically the primary duties which are considered essential to the position. "Essential functions" are those duties that an individual must be able to perform, i.e., fundamental rather than marginal duties. Each function should focus on what is to be performed, not how. Provide a concise, yet detailed description, to give an accurate and complete picture of the job. Also provide an estimate of the percentage of time spent on each activity while listing in order of importance. Use additional pages if necessary.

**III OTHER DUTIES AND RESPONSIBILITIES WHICH ARE NOT CONSIDERED ESSENTIAL TO THE PRIMARY PURPOSE OF THE POSITION**

List those duties that are performed less regularly and indicate the frequency.

**IV DECISION-MAKING AUTHORITY**

Check the level which best describes the incumbent’s involvement in the decision making process.

Follows written and verbal instructions	
Follows established guidelines	
Interprets policies & procedures	
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy	

Check the statement which best describes the impact of the incumbent’s decisions.

Restricted to employee’s work	
Impact on dept/college*	
Impact on university*	

\* Describe the impact that these decisions can have on programs, services, financial results and/or on other individuals within both the university and the external community. To what extent do these decisions impact short and/or long range goals of the unit/department?

Provide examples of the decisions that are generally made by the incumbent.

**V INGENUITY/PROBLEM SOLVING**

Check the statement that best describes the type of ingenuity and problem solving situations required for the position.

Identical or similar situations following established routines and instructions.	
Uses diverse procedures in differing situations. Some research within an area of expertise is necessary.	
Variable situations requiring analytical, interpretive, evaluative and/or constructive thinking within broadly defined policies and objectives.	



**VIII WORKING CONDITIONS/ENVIRONMENT**

Describe the various conditions which affect this position.

Equipment/tools used:

Physical Requirements:

Effort-List and quantify items such as heavy and/or repetitive lifting, standing or sitting for extended periods, manual dexterity, walking, pulling, etc.

Mental/Visual requirements:

Ordinary and routine mental and visual attention to detail, seldom confining or for sustained periods.	
Moderate to extensive attention to detail in the performance of close or exacting duties. Concentration required to remain on task.	
Sustained mental/visual attention for extended periods of time, work is typically variable, close, exacting and/or intellectually challenging.	
Continuous mental/visual attention required, cognitively challenging work requiring analysis.	

**IX. BUDGET RESPONSIBILITY**

Check the item(s) below which best describe the incumbent’s involvement in the budgetary process.

Not Applicable	
Planning	
Preparation	
Maintaining/Monitoring	

**X. JOB REQUIREMENTS, TRAINING, AND EXPERIENCE**

Describe the amount and type of education and/or experience which is necessary for the incumbent to satisfactorily perform the essential functions of this job. Please be specific. Can relevant experience be substituted for any of the education? Can the level of skill necessary to perform the tasks be learned on the job? Or does the position require a specific educational degree/level?

Education:

Skills/Experience:

Other Pertinent Information:

**THE AMERICANS WITH DISABILITIES ACT (ADA)  
DEFINING "ESSENTIAL FUNCTIONS"**

A requirement under the Americans with Disabilities Act is that all job descriptions accurately define "essential functions" of each position and separate those functions from other marginal functions of that position. These "essential functions" must be identified in the official job description before the recruitment process may begin. The following is provided to assist managers in determining which functions should be designated as "essential" and which would be considered "marginal".

Under the ADA, essential functions are tasks that are fundamental and not marginal to the job. Essential functions are those that must be performed to accomplish the job, even if the manner in which those functions are performed or the equipment used in performing them is different for an employee with a disability than for other employees. Under EEOC regulations, employers may judge a particular function essential for the following reasons:

- . The reason the position exists is to perform the function.
- . The number of available employees to perform the function is limited (can not be transferred to another position).
- . The function is so highly specialized that the incumbent is hired for his/her expertise or ability to perform the function.
- . The amount of time spent performing the function.
- . The consequences of not requiring the person to perform the function.
- . The work experience of past employees in the job, or of current employees in similar jobs.

In order to comply with ADA, job descriptions must explicitly list the essential responsibilities and requirements of the job and provide a basis for validating these as essential.

An example provided in the legislative history is of a job description that requires that an employee have a driver's license, even though the job does not involve driving. If the employer includes the requirement so the employee can do an occasional errand, the requirement would be considered marginal and non-essential. The inability to drive could not be used to exclude persons with disabilities.

In addition to the above, the following criteria will be used in making the determination as to whether or not each function is "essential" to the position.

- 1) Determine the percent of work time spent on the function. The percent of time is used as an indicator of whether the function is essential and what the value of the function is to the position overall.
- 2) Physical demands required for performing the task. Physical demands include both the physical actions that may be required to perform a task and the physical environment in which the task is performed.

Examples are:

Carrying	Lifting (inc. # lbs.)	Cleaning	Standing
Squatting	Climbing	Walking	Reaching
Driving	Hearing	Pulling	Sitting
Writing	Speaking	Kneeling	Pushing
Visual Acuity			

- 3) Unusual Hazards.

Examples are:

Fumes	Dirt	Chemicals	Toxins
Radiation	Hazards	Heat/cold	Noise

- 4) Mental demands required. Mental demands are not only learned mental skills, but also conditions that call for mental discipline.

Examples are:

Reading (documents or instruments)	Language
Detailed work	Stress
Verbal communication	Written communication
Confidentiality	Training
Customer/student contact	Problem solving
Math	Multiple concurrent tasks (“multi-tasking”)
Reasoning	Constant interruptions

- 5) Specific knowledge, skills and abilities required. Distinguish between what is desired and what is required. Hiring decisions should be made on what is required.

Examples of areas to cover are:

Degree level	Certificates	License
Special training	Equivalent experience	Typing
Accounting	Scientific training	Programming

- 6) Equipment used to perform the task. All equipment and special materials needed to perform the task should be noted.

Examples are:

Machines (specify)	Telephone	Vehicles
Copier	Calculator	Tools
Lab apparatus	Computer	Cash Register

- 7) Supervision. The amount and type of supervision received and/or given will be taken into consideration in determining whether the task is essential.

It is important to note that when defining a task, one should focus on what is to be done, not how that task is to be accomplished. One should not assume that there is only one way to perform that particular function.