

### Job information questionnaire

Select the categories that are directly related to the duties listed in the job description and are an **essential** function of the position as defined on the HRA website. For example, while a secretarial position may very infrequently involve the lifting of 20-pound storage boxes, such lifting is not an essential function generally associated with a secretarial position and should not be identified below. On the other hand, a gardener might be involved in the regular lifting of 40-pound sacks. Accordingly, you might include that as an essential function of a gardener's job.

#### **Indicate all licenses, permits, certificates, training, etc. required to perform this job**

- State driver's license
- Commercial driver's license
- Hazardous materials transport certificate
- Certificate to drive vehicles that weigh over 26,000 pounds
- Certificate to transport 10 or more passengers, or transport passengers for hire
- Certificate to tow a trailer that weighs over 10,000 pounds
- Defensive driver's certification (USC)
- Police Officer Standards and Training (POST) certification
- Recreational underwater diving certification
- Scientific diving certification
- Private pilot license
- State bar of \_\_\_\_\_ license
- Paralegal certificate
- License to practice medicine from \_\_\_\_\_
- Health Insurance Portability and Accountability Act (HIPAA) education and certificate
- Laboratory safety orientation and annual safety review
- Bloodborne pathogens training
- Human subjects training
- Teaching certificates: \_\_\_\_\_
- Food service/culinary certificates: \_\_\_\_\_
- Other:\_\_\_\_\_

Comments concerning licenses, certificates, etc.:\_\_\_\_\_

#### **Indicate the physical activities that are usually required to perform the essential functions of the position**

- Exerting up to \_\_\_ pounds of force to lift, carry, push or pull objects \_\_\_% of the day

- Climbing stairs
- Ability to make fine discriminations in sound (e.g., making fine adjustments to audio equipment)
- Standing for sustained periods
- Significant periods of walking
- Visual acuity for work including, but not limited to, administrative, clerical, close assembly, inspection or machine operation
- Peripheral vision to \_\_\_\_\_ (to operate cars, trucks, forklifts, or machines such as lathes, drill presses, and power saws)

Comments concerning physical requirements:\_\_\_\_\_

**Indicate the environmental conditions or potential health hazards to which the worker may be exposed when performing the essential functions of the position**

- Frequent outdoor duties
- Extreme cold (below 32 degrees for periods of more than an hour)
- Extreme heat (above 100 degrees for periods of more than an hour)
- Hyperbaric environments
- Hypobaric environments
- Noise levels exceeding 85dBa
- Hazardous materials (e.g., asbestos-containing materials)
- Irritating fluids, solids or atmospheric conditions (e.g., oils, paints, solvents, chemical, fuels, fumes, odors, dust, gases, poor ventilation, etc.)
- Vibration (e.g., oscillating movements of the extremities or whole body)
- Radiation
- Bloodborne pathogens (e.g., HIV and other viruses)
- Infectious agents (e.g., hepatitis, tuberculosis)
- Other:\_\_\_\_\_

Comments concerning environmental or health hazard exposures:\_\_\_\_\_

**Indicate the machinery, devices or high voltage equipment which the worker may be required to operate or to which worker may be exposed when performing the essential functions of the position**

- Heavy machinery
- Mechanical devices
- Hand tools
- High voltage equipment
- Use of a computer keyboard for \_\_\_% of the day

- Operation of a vehicle:\_\_\_\_\_
- Other:\_\_\_\_\_

Comments concerning equipment and machines:\_\_\_\_\_

**Indicate all office equipment and computer software required to perform this job**

- Personal computer (includes monitor, keyboard and mouse)
- Laptop computer
- Printer
- Scanner
- Photocopier
- Fax machine
- Cell phone
- Telephone
- Calculator
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Windows
- Apple software
- Other:\_\_\_\_\_

**Indicate required schedule conditions that vary from the university standard for full-time staff employees (37.5-40 hours a week, usually between 8am-5pm, Monday-Friday, on a schedule determined by the school or department)**

- Split shift
- Swing shift
- Graveyard shift
- Frequent overtime
- Weekends
- On-call
- On-site residence
- Travel to off-campus meeting
- Out-of-town travel
- Other:\_\_\_\_\_

Comments concerning schedule/hours\_\_\_\_\_

**To be completed by Compensation:  
signatures:**

**Department**

Date:

Supervisor:

Job code:

Dean/director:

Job title:

Department:

Compensation Rep:

Employee: