

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% Not Applicable
Kneeling	Bending legs at knee to rest on knee or heels Occasionally = 0-33% Frequently = 34-66% Constantly = 67-100% 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.

Occa

