



# Human Resources Department Essential Job Functions Form

## Section 1

Department	Position Title	Occupational Code
Division	Section	Location of Position

**Section 2** – List minimum education and experience required.

**Section 3** – List brief job description.

**Section 4** - List essential job functions. You may list as many or as few functions as necessary. *(Please attach additional sheets if necessary or desired.)*

A.

B.

C.

D.

E.

F.

**Section 5 - Physical Demands** *(Based on 8 hour day)*

	Never (0%)	Occasionally (up to 33%)	Frequently (34 – 66%)	Consistently (67% and up)	Comment
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach-over Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-torso level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-below knee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climb –stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Handling-grasp</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-wrist twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
-fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lifting/Carrying</b>					
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Foot Controls – use feet for repetitive movements as in operating controls or levers:**

Left  Yes  No  
 Right  Yes  No

**Visual:** Near  Yes  No      Color  Yes  No      Range:  Yes  No  
 Distant  Yes  No      Depth  Yes  No

**Section 6 – Work Environment.** *(Check all that apply):*

- Indoors     Outdoors     Dry     Vibration     Noise     Height
- Wet     Slippery     Muddy     Uneven     Even     Level
- Tile     Hard     Carpeted     Dust     Gas     Other

Temperature Changes/Extremes: \_\_\_\_\_ Fumes: \_\_\_\_\_ Machinery: \_\_\_\_\_

List required safety equipment: \_\_\_\_\_

Name of Individual Preparing this Form	Preparer's Position Title	Date
Signature of Department Personnel Representative (DPR)	Name of DPR	Date

**Miami-Dade County Departments ONLY - please forward completed forms to:**

Human Resources Department  
 Attn: Labor Relations and Employee  
 Records Division  
 111 N.W. First Street - Suite 2110 Miami,  
 Florida 33128  
 (305) 375-4171  
 (305) 375-4138 (Fax)

*Completed Essential Job Functions Forms are subject to the review and approval of the Human Resources Department.*

**ESSENTIAL JOB FUNCTIONS FORM**  
**INSTRUCTIONS & GUIDELINES**

The Americans with Disabilities Act (ADA) requires employers to focus on the essential functions of a position to determine whether an individual is qualified. Essential job functions are the fundamental job duties that an applicant or employee must be able to perform, with or without reasonable accommodation.

1. To identify essential job functions, the first consideration is whether employees in the position are actually required to perform the function.
2. If a person does perform a given function, the next consideration is whether removing that function would fundamentally change the job.
3. A list of essential job functions should focus on the results or outcome of a function, not solely on the way it customarily is performed.

**Example:** A job that requires objects to be moved from one place to another should state this essential function. The analysis may note that the person in the job "lifts 50 pound cartons to a height of 3 or 4 feet and loads them into truck-trailers 5 hours daily," but should not identify the "ability to manually lift and load 50 pound cartons" as an essential function unless this is the only method by which the function can be performed without causing an undue hardship.

4. A function may be essential if the position exists to perform the function.

**Example:** A person is hired to proofread documents. The ability to proofread accurately is an essential function, because this is the reason that this position exists.

5. A function may be essential if there are a limited number of other employees available to perform the function, or among whom the function can be distributed. This may be a factor because there are only a few other employees, or because of fluctuating demands of a business operation.

**Example:** It may be an essential function for a file clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks. Or, a company with a large workforce may have periods of very heavy labor-intensive activity alternating with less active periods. The heavy work flow during peak periods may make performance of each function essential, and limit an employer's flexibility to reassign a particular function.

6. A function may be essential if the function is highly specialized and a person is hired for special expertise or ability to perform it.

**Example:** A company wishes to expand its business with Japan. For a new sales position, in addition to sales experience, it requires a person who can communicate fluently in the Japanese language. Fluent communication in the Japanese language is an essential function of the job.

7. The consequences of not requiring a person in a job to perform a function are important factors to consider. Sometimes a function that is performed infrequently may be essential because there will be serious consequences if it is not performed.

**Example:** A corrections officer may only need to pursue and physically restrain an inmate with a weapon occasionally, but the function is essential because of the serious consequences if the officer could not perform this function.

8. The employer's judgment; a written job description prepared before advertising or interviewing applicants for a job; the amount of time spent performing a function; the terms of a collective bargaining agreement; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations and the employer's organizational structure may also be factors in determining whether a function is essential.

**For more information or assistance completing this form, please contact the Labor Relations & Employee Records Division at (305) 375-4171.**