



HUMAN RESOURCES

ESSENTIAL JOB FUNCTIONS FORM

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. The Essential Job Functions Form is intended to supplement the position description and announcement in identifying essential job functions. Please review the instructions and guidelines on page 2 before completing this form. If you need assistance completing this form, please contact the HR, Employee and Labor Relations Division at (305) 375-4171.

Department	Position Title	Occupational Code
Division	Section	Location of Position

List essential job functions here. 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.

Name of Individual Preparing this Form	Preparer's Position Title	Telephone
Signature of Department Director (or designee)	Name of Department Director (or designee)	Date

DEPARTMENTS:

Please forward completed forms to: Human Resources
 Attn: Employee and Labor Relations 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 Human Resources

ESSENTIAL JOB FUNCTIONS FORM INSTRUCTIONS & GUIDELINES

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.

For 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.

For 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.

For 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.

For 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.

For 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.

If you need more information about Essential Job Functions, or assistance completing this form, please contact the Human Resources, Employee and Labor Relations Division at (305) 375-4171.