

ADA COMPLIANCE: POSITION ANALYSIS

Date: _____

Department: _____ College/School: _____

Chair: _____ Search Committee Chair: _____

Telephone Number: _____ Where duty is to be performed: _____

Immediate supervisor of potential employee: _____
(Use additional paper if needed)

1. Position:

2. Purpose of the position within the unit:

3. Essential tasks that MUST BE performed:

4. Identify the minimum education and experience required:

5. Identify cognitive demands and specific skills needed to perform tasks: (i.e., ability to analyze complex information; ability to communicate effectively, efficiently, and sensitively with students, peers, staff, and other members of the university community; ability to analyze, synthesize, and evaluate data)

6. Identify the specific physical demands of the position and their frequency: (i.e., grasping-frequently; obtain impressions through the eye-frequently; lifting 10 lbs-occasionally; sudden temperature changes-rarely; hand-eye coordination to operate lab equipment-frequently)