**JOB ANALYSIS**

**Position Title:**

**Department:**

**Reports to:**

**Employee(s) Interviewed for this Analysis:**

**Job title(s):**

**Date of Interview:**

**1. Basic Functions and Scope of Job:**Please provide a brief summary of the main purpose of this job and the prime reason for its existence. State briefly the scope of the job. Include quantitative data when possible.

**2. Work Performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how. State the frequency of the duties performed.

*Duties: Frequency:*

**3. Work Contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.​

|  |  |  |  |
| --- | --- | --- | --- |
| *Contacts* | *Frequency* | *Purpose of Contact* | *Means of Contact* |
| Immediate Peers |  |  |  |
| Peers in other Departments |  |  |  |
| Immediate Manager |  |  |  |
| Other Managers |  |  |  |
| Executives |  |  |  |
| Customers |  |  |  |
| Other (specify) |  |  |  |

​

**4. Decision-Making Authority**: Indicate level of discretion or authority allowed under company policies, procedures and practices.

**5. Supervisory responsibility**: Extent to which position controls, directs, or is accountable for work of others.

*Titles of employees supervised:                                Number supervised*:​

**6. Physical Effort:** Amount of physical exertion expended in handling materials, tools, operating machines or equipment. Identify tools, equipment, machinery, materials handled. Indicate % of work time involved.

\_\_\_Operates no tools, machines or equipment. No significant lifting.

|  |  |  |
| --- | --- | --- |
| *Tools* |  | *% of time used* |
| *Equipment* |  | *% of time used* |
| *Machinery* |  | *% of time used* |
| **Position** | **% of time in position** |
| Walking |  |
| Standing  |  |
| Lifting  |  |
| Climbing |  |
| Pulling |  |
| Pushing |  |
| Cramped or confined space |  |
| Sitting |  |

**7. Work Conditions**: Degree of exposure to work conditions.​

|  |  |
| --- | --- |
| **Condition** | **% of time** |
| Dirt |  |
| Heat |  |
| Fumes |  |
| Smoke |  |
| Water |  |
| Noise |  |
| Vibration |  |
| Grease, Oil |  |
| Dust, Shavings |  |
| Office Environment |  |

8. **Additional Physical Requirements:**

|  |  |
| --- | --- |
|  | Required? |
| Close Vision |  |
| Color Vision |  |
| Peripheral Vision |  |
| Distance Vision |  |
| Depth Perception |  |
| Ability to Adjust Focus |  |
| Hearing |  |
| Speaking |  |

9. **Education and Training Required:**Minimum academic, commercial, and technical qualifications needed for performing duties of job.

\_\_High School Diploma/GED

\_\_Two year college (Associate’s Degree)

\_\_Trade or Technical School (Certificate or diploma)

\_\_Four year college (Bachelor’s Degree)

\_\_Graduate (Master’s Degree, JD or Ph.D.)

\_\_Certification (CPA, SPHR, etc.)

10. **Years of Experience**: Minimum previous experience required for performing duties of job.

\_\_ 0-1 years \_\_ 1-3 years \_\_ 3-5 years \_\_ 5-more years

|  |
| --- |
| 11. **Other requirements**: Please list any other requirements for performing duties of job.* Languages
* Office or other equipment
* License
* Computer
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