

Functional Job Analysis (FJA) -> Functional Job Description

A growing number of employers are creating 'functional' job descriptions in order to develop and use a pre-hire or return-to-work, screening tool. Functional job analyses define the necessary requirements of a given job, both for new hires and when an employee is returning to work following an injury.

A functional job analysis should utilize three-point validation:

- 1) The employer's identification and definitions of the 'essential' functions of the job, based upon existing job descriptions and interviews of supervisors and managers.
- 2) The actual measurements and observations of those 'essential' functions (postural, flexibility, dexterity, cardio-respiratory, environmental and material handling), including distances, weights, heights, durations, temperature extremes, etc., and essential functions (lifting carrying, pushing, pulling). The physical demands must be representative of capabilities an employee must display in order to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 3) Verification by current employees and supervisors that specific job functions are 'essential' as defined by the seven EEOC criteria. The more closely a pre-hire work screen matches essential functions, and the more the components of a Pre-Work Screen are performed by existing employees in that job category, the more defensible and non-discriminatory the program will be considered.



Back to work! Back to play! Back to life!

SAMPLE FUNCTIONAL JOB ANALYSIS WORKSHEET

This worksheet illustrates how observations and measurements of Task Factors (posture, weights, heights, temperatures, etc), Frequency, and special Descriptions of the Activity are used that TCOHR uses in forming a Functional Job Description, which can then be utilized to develop a Pre-Work Screen (pre-hire or return-to-work). The

Employer Name _____

Position _____

Physical Demands: The physical demands here are representative of those capabilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Survey definitions:

- Never/Rare: 0-5% of the time
- Occasional: 6-33% of the time
- Frequent: 34-66% of the time
- Continuous: 67-100% of the time

In an eight-hour work date, the job category requires employees to:

Task Factor	Never/Rare (0-5%)	Occasional (6-33%)	Frequent (35-66%)	Continuous (67-100%)	Activity Description
Sitting		X			Completing paperwork, operating computer, monitoring
Standing			X		Observing, inspecting, reading, taking samples, turning valves
Walking			X		Making surveillance rounds, variable structural and outdoor terrain and conditions

The job category requires employees to:

Task Factor	Never/Rare (0-5%)	Occasional (6-33%)	Frequent (35-66%)	Continuous (67-100%)	Activity Description
1-15 lbs		X			Floor to overhead use of tools, supplies and equipment
16-30 lbs		X			Floor to shoulder height use of tools, supplies and equipment
31-50 lbs	X				Floor to waist: Bilateral and unilateral carrying tools and supplies and equipment
51-75 lbs	X				Bottom drum skirt cover >70 lbs
76-100 lbs	X				None



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The job category requires employees to:

Task Factor	Never/Rare (0-5%)	Occasional (6-33%)	Frequent (35-66%)	Continuous (67-100%)	Activity Description
Neck Flexion			X		Inspecting, using tools, observing work, walking over varied ground surfaces
Neck Extension		X			Pulling chain valves, inspecting, communicating with co-workers, turning valves
Neck Rotation			X		Inspecting, observing, close listening
Neck Side Bending		X			Inspecting, observing, close listening
Trunk Flexion		X			Tuning valves at low levels, retrieving tools and equipment
Trunk Rotation		X			Inspecting and examine equipment, pushing and pulling on carts/valves/tools, moving in tight areas, retrieving tools and equipment
Kneeling or Crouch	X				Inspecting
Squatting	X				Low level work, retrieving
Pivot		X			Working in tight spaces
Climbing		X			1-20 steps without pause--up to 160 steps, ladder climbing up to 250 feet
Reaching to Shoulder			X		Using tools, pushing/pulling levers, reaching for and turning valves
Height		X			Reaching and retrieving equipment
Reaching Above Shoulders			X		Turning valves, climbing, pulling chains
Wrist Turning			X		Tool use, operating equipment, turning valves, taking samples
Grasping			X		Tool use, chain pulling, using levers and valves
Finger Manipulation		X			Fastening devises, operating equipment controls, writing and computer use
Foot Controls	X				None

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Task Factor	Never/Rare (0-5%)	Occasional (6-33%)	Frequent (35-66%)	Continuous (67-100%)	Activity Description
Near Vision			X		Ascending & descending steps, sampling, tool use, gauges and instruments, computer use
Far Vision			X		Safety, observing co-workers
Diminished Vision			X		Low light level, working with obstructed view, steam
Color Perception		X			Interpreting labels, measuring instruments, lights, controls and valves
Depth Perception				X	Inspecting, tool application, raising & lowering equipment and supplies, walking on uneven surfaces, reaching for valves and levers
Hearing Sensitivity				X	Audible status of mechanical equipment and tools, communications
High Temperature			X		Operating coking furnace, coker drums ~800°F
Moving Objects			X		Chain falls, trolleys, pneumatic tools, rotating mechanical equipment
Uneven Surfaces			X		Soft sand, gravel, rocks, ramps
Wet/Slippery Surfaces			X		Snow, rain, ice and mud, uneven work surfaces
Vibration / Jerking / Compression				X	Pulling/pushing on tools and equipment, pneumatic tools, valves, powered tools, hammers, coker platform

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