

DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTERS
REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE

PART I - BACKGROUND INFORMATION

Name of Employee: _____ Position Description #: _____

Position Title: _____ Pay Plan, Series & Grade: _____

Organization: Directorate: _____

Division: _____

Branch/Office: _____

Type of Employment: Full Time Part Time Term Temporary Seasonal

Total Hours Worked Per Week: _____ Work Schedule (start/stop time): _____ to _____

Length of Time in this Position: _____ Length of Time Supervised by Supervisor: _____

Name of Supervisor: _____ Supervisor's Position Title: _____

Is the position description current and accurate? No Yes (*please attach copy*)

Is the position under review in a compensation or classification matter? No Yes

Are other employees assigned to this position description? No Yes, _____ (#) employees.

PART II - PRIMARY PURPOSE OF POSITION

Briefly summarize the purpose, the degree of expertise and required skills of the position. Use continuation pages if necessary.

PART III - LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Check the response that most accurately describes the employee's leadership/supervisory responsibilities.

No supervisory or leadership responsibility

Team leader

Supervisor of one or more staff members

PART IV - ESSENTIAL AND NON-ESSENTIAL FUNCTIONS

The purpose of this section is to distinguish between essential functions (major duties) and non-essential functions (marginal duties) of the employee's position. Although both essential functions and non essential functions may be accommodated by changing *how* or *when* the functions are performed, it is important to differentiate between the two types of functions because to be qualified for a position, an employee must be able to perform the essential functions of the position with or without reasonable accommodation. Alternatively, if an employee is unable to perform a particular marginal function due to his or her medical condition(s), that function could simply be removed or swapped with another marginal function. This questionnaire will assist you with evaluating the functions of the position to determine if reasonable accommodation solutions can be implemented that will enable the employee to successfully perform the duties of their position. List one job function per page (essential functions first, then marginal functions.) Delete unused pages. The Job Analysis Questionnaire is a snapshot in time of the employee's assigned duties that may change over time. Do not rely on a generic position description when completing this Questionnaire. *HELPFUL TIP: The total of all "percentage of time spent on this function" fields listed on this questionnaire should equal 100%.*

Essential Functions

An essential function is a job duty so fundamental to a position that the position requirements cannot be fulfilled without successful performance of the duty. For example, an essential job function for a cashier is to exchange money with customers, or an essential job function of a pilot is to fly planes.

To determine if a function is essential, consider:

- What are the significant implications if this employee does not perform the function;
- The size of the work unit and whether other employees can perform the function;
- Whether a significant amount of time is spent performing the function; however, a function may be essential even if an insignificant amount of time is spent performing it. For example, landing a plane may only take 15 minutes of an 8-hour flight, but it is an essential function of the pilot's job because the consequences are so serious if the pilot does not perform that function;
- If the employee was specifically hired to perform the highly specialized function because of his/her expertise in performing that function.

Non-Essential Functions

Non-essential/marginal job functions are those that do not affect the character of the job (scope of the responsibility, type of work, major duties.) "Marginal" does not mean unimportant; for these purposes, marginal just means those functions that are incidental or a minimal part of the job. A function may be non-essential or marginal if:

- the essence of the job would remain the same if the duty were not performed.
- the function could be reassigned to other employees with only moderate disruption or inconvenience.
- failure to perform the function may have only minor consequences.

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Major Duty/Essential Function # 1

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Routine Internal and External Personal/Organizational Contacts for this function:		
Individual/Organization	Purpose of Contact	Frequency of Contact

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this major duty/essential function use continuation pages if necessary :

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Major Duty/Essential Function # 2

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Routine Internal and External Personal/Organizational Contacts for this function:		
Individual/Organization	Purpose of Contact	Frequency of Contact

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function use continuation pages if necessary :

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this major duty/essential function use continuation pages if necessary :

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Major Duty/Essential Function # 3

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Routine Internal and External Personal/Organizational Contacts for this function:		
Individual/Organization	Purpose of Contact	Frequency of Contact

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function use continuation pages if necessary :

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this major duty/essential function use continuation pages if necessary :

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Major Duty/Essential Function # 4

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Routine Internal and External Personal/Organizational Contacts for this function:		
Individual/Organization	Purpose of Contact	Frequency of Contact

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function use continuation pages if necessary :

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this major duty/essential function (use continuation pages if necessary):

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Major Duty/Essential Function # 5

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Routine Internal and External Personal/Organizational Contacts for this function:		
Individual/Organization	Purpose of Contact	Frequency of Contact

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this major duty/essential function use continuation pages if necessary :

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)**Non Essential Function # 1**

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this marginal (non essential) function (use continuation pages if necessary):

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Non Essential Function # 2

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this marginal (non essential) function (use continuation pages if necessary):

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)**Non Essential Function # 3**

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this marginal (non essential) function (use continuation pages if necessary):

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

Non Essential Function # 4

Description of Duty	
Frequency of this function (daily, weekly, monthly, quarterly, annually)	
Percentage of time spent on this function	
Competencies or abilities required for this function	
Work environment for this function	
Equipment/tools/machines used to perform this function	
Required licenses, certifications, qualifications for this function	
Does this function require work outside the normal duty day? If yes, provide details regarding shift assignments (i.e., night labs, holidays, weekends, etc.).	No Yes
Does this function require travel? If yes, address mode of travel, locations, travel time, and frequency.	No Yes
Does this function require the employee to work with others? If yes, provide details.	No Yes

Give an example to explain how this major duty is performed and list any additional requirements of this major duty/essential function (use continuation pages if necessary):

Considering the employee's medical limitation(s), list any reasonable accommodation solutions that may assist the employee to perform this marginal (non essential) function (use continuation pages if necessary):

REASONABLE ACCOMMODATION JOB ANALYSIS QUESTIONNAIRE (Continued)

PART V - IDENTIFICATION OF INDIVIDUAL COMPLETING FORM

Name: _____

Position Title: _____

Relationship to Requestor: _____

Signature of Individual Completing the Form

Date

