



## Position Description Form (PD 102 CB) for ADMINISTRATIVE SUPPORT Career Banded Positions

Use this form only for positions that fall within the guidelines of Administrative Support. Save this file to your local drive and then open it in MS Word. Utilize the various hyperlinks provided within the document to assist with its completion. To access the hyperlinks, hold down the <CTRL> key and click on the blue text. After visiting a "Help Documentation" link, close that link to minimize the number of windows open on your desktop.

THIS SIDE FOR HUMAN RESOURCES OFFICE USE ONLY		Based on this position's role and the <u>Band Distinctions</u> , place an 'X' in the box beside the recommended Career Band for this position	
Approved Career Band	Executive Assistant	<input type="checkbox"/> Administrative Support Associate	<input type="checkbox"/> Administrative Support Specialist
Approved Level	Journey	<input type="checkbox"/> Administrative Support Supervisor	<input checked="" type="checkbox"/> Executive Assistant
Effective Date			
Reviewing Analyst		<input type="checkbox"/> No Change - Updating Position description	

### Position Demographic Information

Name of Current Employee			15 Digit Position Number		"WORKING" Title of position	
Vacant			802		Executive Assistant to the Vice Chancellor	
Current Classification (or Career Banded) Title of this position			Division		College or Department	
Executive Assistant I			Development & Alumni Affairs		N/A	
Name of Immediate Supervisor		Supervisor's Position Title & Number			Departmental Sub Unit / Section	
		Vice Chancellor for Development & Alumni Affairs			Office of the Vice Chancellor	
Location of Workplace (Building, Room Number)			Work Hours (i.e. 8:00 - 5:00pm, etc.)		Work Schedule (i.e. Mon. - Fri., rotating shifts, etc.)	
Cato Hall			8:00-5:00		Monday-Friday	
The University of North Carolina at Charlotte - 9201 University City Boulevard, Charlotte, NC 28223 - Mecklenburg County						

**Position Description Certification** - Signatures indicate agreement with all information provided, including designation of essential functions

**EMPLOYEE VERIFICATION:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**IMMEDIATE SUPERVISOR'S VERIFICATION:** I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties, and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee. [Click here for important information about signatures](#)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE CERTIFICATION:** I certify that this is an authorized, official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**DIVISION VICE CHANCELLOR OR AUTHORIZED REPRESENTATIVE CERTIFICATION:** I certify that this position description, completed by the above-named Immediate Supervisor, is complete and accurate.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Before completing this form, click [here](#) to learn more about the importance of the Position Description in Career Banding and how the structure of the new PD-102-CB form has improved

**SECTION I – General information about the position**

**A. Primary Function of Organizational Unit:** *In no more than 5-6 sentences explain the primary function and scope of the organizational unit. Click [here](#) for details needed.*

The Office of the Vice Chancellor provides executive leadership for the Division of Development and Alumni Affairs, with an overall annual operating budget of nearly \$2.2 million and supervisory responsibility for 30 employees, including college development officers. The Vice Chancellor serves as president of the university's recently reorganized Foundation, working with an appointed 45-member board to enhance the university's ongoing base of private support. Additionally, the Office of the VC works with the 32-member UNC Charlotte Alumni Association Board of Directors to expand the institution's alumni-related programs and activities, including establishing vibrant in-state and out-of-state chapters. UNC Charlotte currently has more than 70,000 living alumni and adds 4,000 to 4,500 new alumni each year.

**B. Primary Purpose of Position:** *In no more than 2 sentences, explain the primary role and purpose of the position.*

The primary purpose of this position is to serve as Executive Assistant to the Vice Chancellor, coordinating and managing the business management activities of the Division and its various administrative or program budgets; providing quality customer service to university supporters, donors, alumni, and volunteers; serving as administrative coordinator in monitoring staff activities; managing various program operations; serving as staff assistant by representing the administrator and controlling access; and assisting the Vice Chancellor with external relations and communications. The position is also responsible for assisting the Vice Chancellor on special projects, retrieving information important to the Vice Chancellor's work, and research of key issues as assigned.

**C. What is the Basis for the Request and Context of this Position's Work?**

*(please place an "X" beside the appropriate choice)*

This is revising a description for **transitioning position to Career Banding** (no other explanation required below)

This is a **new position**

[Click here](#)



This is **revising or updating** an existing Career Banded position description – [Click here](#)

The University has reorganized and changed the role formerly held by the Vice Chancellor for Development and University Relations. The new structure includes the Office of Development and the Office of Alumni Affairs and excludes the function of University Relations, which now reports to a different division with its own Vice Chancellor. The newly re-structured Division of Development and Alumni Affairs has a need for a strong business manager to monitor, reconcile, and adjust divisional accounts; as well as assisting with budget projections and proposals.

**D. List the Customers that are the recipients of your work:** *Consider [these questions](#)*

Customers include the Alumni Association Board of Directors, Foundation Board members, alumni, donors, the Chancellor and members of his Council and Cabinet, the UNC Charlotte Board of Trustees, members of the Charlotte community, key community leaders, members of the Vice Chancellor's Senior Staff, Deans, faculty, staff, and students at UNC Charlotte.

**SECTION II – Key Responsibilities and Essential Tasks**

List major Key Responsibilities and describe the Essential Tasks or work activities that support the output/key responsibility.

- A Key Responsibility should take up at least 10% of an employee's total work time.
- No Key Responsibility may take up less than 5% of an employee's work time.
- Order the Key Responsibilities in Order of Importance (this may not necessarily be the most time-consuming KR).
- Importance should be considered in terms of value to or impact on the organization.

**# 1 Key Responsibility**

<b>40</b>	% of Time	<b>Maintaining Financial Records</b>	<b>X</b>	<i>This is designated as an ADA Essential Function</i>
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**Essential Descriptive Tasks:**

- Responsible for annual operating fund maintenance of 2.2 million
- Interpreting financial and/or budget policies for management.
- Managing accounts of various types: general, discretionary, reserves, lapse.
- Recommending corrections and adjusting entries in general funds, trust funds, gifts, etc.
- Budget planning and projection of future costs: assisting Vice Chancellor with coordinating and prioritizing funding requests based on account history and program needs.
- Responsible for researching account fund histories in Banner Finance (training will be provided)
- Understanding and maintaining tracking on the various sources and uses of budget funds; understanding the various expenditure limitations on the different fund sources.
- Transferring budgets between account codes as necessary
- Producing budget reports as requested.
- Problem resolving over-expenditures or purchases assigned to wrong funds and account codes; delayed or missing purchases. Examples include erroneous use of fund numbers, tracking problems through Accounts Payable, Purchasing, Payroll or other departments, and diplomatically resolving these and similar issues
- Maintaining accurate payroll records, submitting appropriate documents for payroll changes and leave reporting; maintaining departmental time sheets, as appropriate
- Balancing office accounting records against Banner
- Summarizing financial activity over a period of time for management review
- Serving as primary division resource on business procedures

**Primary Functional Competencies Required (Knowledge, Skills, Attributes):** [Click Here](#) to select the functional competencies normally associated with the above named Key Responsibility

**BUDGETING** - Plans and monitors the use of expenditures to meet organizational objectives and compliance; prepares budget documents and reports. Demonstrates accountability in budget maintenance and reporting.

**INFORMATION/RECORDS ADMINISTRATION** - Compiles, assimilates, organizes and/or analyzes printed and electronic information. Dependent on role, applies knowledge of data collection, organization, and storage; data research and manipulation; and/or data analysis to record and share information. Applies personal accountability in records and information processing.

**OFFICE TECHNOLOGY** - Utilizes office equipment and applies knowledge of other relevant technology (software and systems) to meet work needs. Demonstrates initiative and adaptability when working with technology and new software.

**PROBLEM SOLVING** – Understands and identifies problems and opportunities, determines possible solutions, and takes action to resolve the issues. Demonstrates customer service and initiative when addressing and seeking to resolve problems.

**Primary Behavioral Competencies required in performing this Key Responsibility (Attributes and Values):** [Click Here](#) to select the behavioral competencies normally associated with the above named Key Responsibility

**CUSTOMER SERVICE** - Developing and maintaining strong relationships with customers by listening, understanding, and responding to identified needs.

**ACCOUNTABILITY** - Taking responsibility for one's actions and decisions; willingly accounting for the results of an assigned action, including efficiently following assignments through to successful completion with proper attention to detail.

**INITIATIVE** - Taking prompt action to begin and accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

**TEAMWORK** - Working cooperatively with others and contributing to group solutions through constructive feedback, ideas, and suggestions.

**ORGANIZATIONAL AWARENESS** - Understanding the organization's mission, its place in the larger community, the mission and function of the specific work unit, and how it works with other units to serve the customer.

**#2 Key Responsibility**

<b>20</b>	% of Time	<b>Providing Customer Service</b>	<b>X</b>	This is designated as an ADA Essential Function
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**Essential Descriptive Tasks:**

- Representing the interests of the University, Development and Alumni Affairs in all customer relationships.
- Explaining services and programs to alumni, Foundation and Alumni board members, donors, members of the Charlotte community, and the campus community.
- Referring customers to an appropriate resource as necessary. The Executive Assistant provides information in order to resolve any perceived or real problems encountered by alumni or donors and involves others in giving answers as appropriate.
- Providing accurate information and explanations based on policy guidelines. The Executive Assistant should exercise delegated authority to speak on behalf of the administrator regarding a variety of administrative and programmatic matters related to the activities of the Division.
- Analyzing and resolving unusual and novel situations based on significant knowledge of organizational activities, administrator's priorities, and delegated authority. Exercises independent judgment and understands the impact of the decisions on the administrators' role and commitments.
- Coordinating and facilitating solutions with internal and external organizations and constituents within delegated authority from the administrator
- Serving as a liaison, with delegated authority, between administrator and subordinate units by relaying instructions and information and following commitments through to completion. Interacts and communicates with a strong degree of judgment and discretion.

**Primary Functional Competencies Required (Knowledge, Skills, Attributes):** [Click Here](#) to select the functional competencies normally associated with the above named Key Responsibility

**VERBAL/INTERPERSONAL SKILLS** - Conveys information and ideas through a variety of media to individuals or groups; adjusts language or terminology to meet needs of the recipient(s). In verbal interactions and interpersonal relationships, demonstrates commitment to the organizational values of customer service, teamwork, and organizational awareness.

**PROBLEM SOLVING** - Understands and identifies problems and opportunities, determines possible solutions,

and takes action to resolve the issues. Demonstrates customer service and initiative when addressing and seeking to resolve problems.

**PROGRAM KNOWLEDGE** - Applies knowledge and understanding of services, policies and procedures related to a program or area of specialization. Demonstrates and applies this knowledge in performance of office support tasks. Explains and interprets information to clients/customers and staff. Exhibits awareness of larger organizational structures impacting specific program or unit.

**Primary Behavioral Competencies** required in performing this Key Responsibility (Attributes and Values): [Click Here](#) to select the behavioral competencies normally associated with the above named Key Responsibility

**CUSTOMER SERVICE** - Developing and maintaining strong relationships with customers by listening, understanding, and responding to identified needs.

**ORGANIZATIONAL AWARENESS** - Understanding the organization's mission, its place in the larger community, the mission and function of the specific work unit, and how it works with other units to serve the customer.

**ACCOUNTABILITY** - Taking responsibility for one's actions and decisions; willingly accounting for the results of an assigned action, including efficiently following assignments through to successful completion with proper attention to detail.

**TEAMWORK** - Working cooperatively with others and contributing to group solutions through constructive feedback, ideas, and suggestions.

[Click here](#) for instructions on completing this section of the position description and to select the position's primary Key Responsibilities from the standardized list. Do not attempt to complete the form without using the instructions.

**# 3 Key Responsibility**

<b>15</b>	% of Time	<b>Scheduling or Coordinating Meetings or Events</b>	<b>X</b>	This is designated as an ADA Essential Function
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**Essential Descriptive Tasks:**

- **Scheduling internal meetings** The Vice Chancellor weekly and/or monthly meetings with a number of key university personnel plus others that arise during the week. These recurring meetings are scheduled for the entire year but frequently must be changed because of schedule conflicts that occur later. This position must be able to identify those that can be changed in order to accommodate more pressing needs.
- **Scheduling meetings with external clients** The Vice Chancellor meets with community and business.. officials frequently to promote the university's needs and to encourage giving to the university and its programs. Meetings are arranged with alumni, particularly members of the Alumni Board of Directors. Many of the meetings involve overnight travel.
- **Preparing materials for meetings** Gathers agendas, exhibits, files, bios, and any background documents needed by the vice chancellor well before each scheduled meeting or event. Takes initiative to research material that may contribute to a successful meeting and provides it beforehand.
- **Arranging meetings via Outlook.** The Vice Chancellor's meetings sometimes involve as many as a dozen people and finding a common meeting time is often quite difficult.
- **Developing a project plan for an event.** As the University's visibility increases, the campus hosts more alumni and development events.. Plans must be made for guest lists, presentation locations, schedules, signage, and receptions.

- Arranging room and food setups (several times a year). The Vice Chancellor sponsors a number of events involving external speakers and luncheons. The Executive Assistant is responsible for coordinating logistical details such as room arrangements, catering, etc. necessary in conducting successful events.

**Primary Functional Competencies Required (Knowledge, Skills, Attributes):** [Click Here](#) to select the functional competencies normally associated with the above named Key Responsibility

**VERBAL/INTERPERSONAL SKILLS** – Conveys information and ideas through a variety of media to individuals or groups; adjusts language or terminology to meet needs of the recipient(s). In verbal interactions and interpersonal relationships, demonstrates commitment to the organizational values of customer service, teamwork, and organizational awareness.

**PROBLEM SOLVING** – Understands and identifies problems and opportunities, determines possible solutions, and takes action to resolve the issues. Demonstrates customer service and initiative when addressing and seeking to resolve problems.

**WRITTEN COMMUNICATION:** Presents ideas and information in written form, adjusting language and terminology to audience need. Uses correct grammar, organization, and structure to ensure that recipients understand the message. Focuses on customer service and accountability in written communication.

**Primary Behavioral Competencies required in performing this Key Responsibility (Attributes and Values):** [Click Here](#) to select the behavioral competencies normally associated with the above named Key Responsibility

**CUSTOMER SERVICE** - Developing and maintaining strong relationships with customers by listening, understanding, and responding to identified needs.

**INITIATIVE** - Taking prompt action to begin and accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

**TEAMWORK** - Working cooperatively with others and contributing to group solutions through constructive feedback, ideas, and suggestions.

**ADAPTABILITY** - Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, process, requirements, or cultures.

#### # 4 Key Responsibility

<b>15</b>	<i>% of Time</i>	<b>Preparing, Reviewing, or Processing Forms, Reports, Documents</b>	<b>X</b>	<i>This is designated as an ADA Essential Function</i>
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#### Essential Descriptive Tasks:

- Completing travel authorization/reimbursement forms. The Executive Assistant prepares at least a dozen travel authorization or reimbursement forms per month.
- Submitting forms to other units to initiate an action. The Executive Assistant handles purchase orders (maintenance contracts; facilities work orders; equipment), and requisitions
- Completing check requests from verbal or written instructions. The Executive Assistant prepares several check requests per week for reimbursement to the Vice Chancellor from operating and discretionary accounts.
- Filing documents alphabetically or numerically. The Executive Assistant must file all documents that the Vice Chancellor handles so that they can be found quickly upon demand. Over half of these documents are new categories of filing.
- Retrieving. See above.

- Drafting letters to go out under Vice Chancellor's signature - Monthly Format reports and documents
- Editing documents prior to final signature - Bi-weekly
- Independently creating announcements or flyers for general distribution - annually
- Writing articles or announcements for campus newsletter
- Taking meeting minutes and summarize discussions for distribution to members or non- participants (On request from Vice Chancellor, occasionally)
- Setting up merges for a variety of mailings for the Vice Chancellor
- Presenting information by using tables, graphs, and charts As requested, the Executive Assistant prepare graphs and charts for visual interpretation of data.
- Composing and disseminating e-mail correspondence for a variety of purposes without review

**Primary Functional Competencies Required (Knowledge, Skills, Attributes):** [Click Here](#) to select the functional competencies normally associated with the above named Key Responsibility

**INFORMATION/RECORDS ADMINISTRATION** - Compiles, assimilates, organizes and/or analyzes printed and electronic information. Applies knowledge of data research and manipulation; and/or data analysis to record and share information. Applies personal accountability in records and information processing.

**WRITTEN COMMUNICATION** - Presents ideas and information in written form, adjusting language and terminology to audience need. Uses correct grammar, organization, and structure to ensure that recipients understand the message. Focuses on customer service and accountability in written communication.

**PROGRAM KNOWLEDGE** - Applies knowledge and understanding of services, policies and procedures related to a program or area of specialization. Demonstrates and applies this knowledge in performance of office support tasks. Explains and interprets information to clients/customers and staff. Exhibits awareness of larger organizational structures impacting specific program or unit

**PROBLEM SOLVING** - Understands and identifies problems and opportunities, determines possible solutions, and takes action to resolve the issues. Demonstrates customer service and initiative when addressing and seeking to resolve problems.

**OFFICE TECHNOLOGY** - Utilizes office equipment and applies knowledge of other relevant technology (software and systems) to meet work needs. Demonstrates initiative and adaptability when working with technology and new software.

**Primary Behavioral Competencies required in performing this Key Responsibility (Attributes and Values):** [Click Here](#) to select the behavioral competencies normally associated with the above named Key Responsibility

**INITIATIVE** - Taking prompt action to begin and accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

**ACCOUNTABILITY** - Taking responsibility for one's actions and decisions; willingly accounting for the results of an assigned action, including efficiently following assignments through to successful completion with proper attention to detail.

**ORGANIZATIONAL AWARENESS** - Understanding the organization's mission, its place in the larger community, the mission and function of the specific work unit, and how it works with other units to serve the customer.

**# 5 Key Responsibility**

<b>10</b>	% of Time	<b>Coordinating Work Flow throughout the Unit</b>	<b>X</b>	This is designated as an ADA Essential Function
<b>Essential Descriptive Tasks:</b>				

- Directing division support activities by organizing processes around scheduled deadlines
- Developing solutions for division problems, gaining approval, and implementing change
- Maintaining tracking system for division events and deadlines
- Troubleshooting office problems as they occur and recommending solutions
- Assisting staff and directors with budget or financial submissions
- Exercising authority to act in manager's absence
- Developing tracking systems for office events and projects and coordinating steps to completion

**Primary Functional Competencies Required (Knowledge, Skills, Attributes):** [Click Here](#) to select the functional competencies normally associated with the above named Key Responsibility

**WORK COORDINATION** – Facilitates the flow of work in a work unit by coordinating office support activities and staff or by coordinating processes to ensure provision of program services. Maintains internal and external contacts for work coordination. At some levels, may develop ideas into plans of action and coordinate actions through implementation. Coordinates own work or the work of others in a manner that fosters teamwork and organizational awareness.

**PROGRAM KNOWLEDGE** – Applies knowledge and understanding of services, policies and procedures related to a program or area of specialization. Demonstrates and applies this knowledge in performance of office support tasks. Explains and interprets information to clients/customers and staff. Exhibits awareness of larger organizational structures impacting specific program or unit.

**PROBLEM SOLVING** – Understands and identifies problems and opportunities, determines possible solutions, and takes action to resolve the issues. Demonstrates customer service and initiative when addressing and seeking to resolve problems.

**Primary Behavioral Competencies required in performing this Key Responsibility (Attributes and Values):** [Click Here](#) to select the behavioral competencies normally associated with the above named Key Responsibility

**ACCOUNTABILITY** - Taking responsibility for one's actions and decisions; willingly accounting for the results of an assigned action, including efficiently following assignments through to successful completion with proper attention to detail.

**INITIATIVE** - Taking prompt action to begin and accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

**TEAMWORK** - Working cooperatively with others and contributing to group solutions through constructive feedback, ideas, and suggestions.

*When all Key Responsibilities and Essential Tasks have been selected with Functional and Behavioral Competences indicated, please [click here](#).*

**ADDITIONAL COMMENTS:** [Click here](#) for information to include in this area.

The Vice Chancellor should be able to rely completely on the person in this position to manage his daily affairs without worry of schedule conflicts, deadlines, or breach of trust. This position monitors the Vice Chancellor's mail and email several times daily so that he/she is kept aware of all current situations and concerns. Because of the sensitivity of much of that material, the incumbent must place confidentiality as the highest priority, and must be able to handle delicate situations with diplomacy and tact.

### SECTION III – Education and Licensures

**Training and Experience** – Use guidelines posted [here](#)



**MINIMUM TRAINING AND EXPERIENCE:** Graduation from high school and three years of progressively responsible administrative/office management experience; or graduation of a two-year secretarial science or business administration program and one year of experience as described above; or graduation from a four-year college or university, preferably with major emphasis on Business administration or a related field; or an equivalent combination of training and experience.

**License or Certification Required by Statute or Regulation:** *Is a license or certificate required? What kind and type?*

**List any training that you think is required or would be helpful for the successful candidate or incumbent.** *Click here for additional guidance.*

Experience in business management, bookkeeping, or budgeting necessary. Demonstrated commitment to customer service and teamwork required. Prefer experience working with upper level administrator in non-profit organization. Prior experience in a university setting and at UNC Charlotte in particular would be helpful to the candidate, as would familiarity with state guidelines.

Along with the Career Banded job description form, also attach a copy of the current organizational chart (showing where this position resides) and the ADA Checklist (see below). Before printing, please delete any unused "Key Responsibility" boxes above.

**"ADA CHECKLIST"**

**CHECKLIST FOR DETERMINING THE GENERAL PHYSICAL REQUIREMENTS,**

**PHYSICAL ACTIVITIES, VISUAL ACUITY, AND WORKING CONDITIONS OF SPA STAFF POSITIONS**

*Circle the letters that correspond with the physical aspects of the essential functions of the position. Essential functions are the fundamental job duties, meaning the position exists to perform the function; there is a limited number of employees among whom the performance of the function can be distributed; and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization. The Americans with Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified, an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.*

*I certify that I have read the physical requirements as set forth below and am physically able to perform the necessary duties as indicated herein.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Title	Position Number
<b>Executive Assistant</b>	<b>1307</b>

**1. GENERAL PHYSICAL REQUIREMENTS**

Please check the ONE description of general physical requirements that best describes the work requirements of the position:

<b>X</b>	<b>A. Sedentary work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	<b>B. Light work:</b> Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.
	<b>C. Medium work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
	<b>D. Heavy work:</b> Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	<b>E. Very heavy work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

**2. PHYSICAL ACTIVITIES**

Please check **ALL** physical activities that apply to the essential functions of the position

<input type="checkbox"/>	<b>A. Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>B. Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>C. Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>D. Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>E. Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>F. Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>G. Reaching:</b> Extending hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>H. Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>I. Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
<input type="checkbox"/>	<b>J. Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>K. Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>L. Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>M. Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
<input type="checkbox"/>	<b>N. Grasping:</b> Applying pressure to an object with the fingers and palm.
<input type="checkbox"/>	<b>O. Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<input checked="" type="checkbox"/>	<b>P. Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input checked="" type="checkbox"/>	<b>Q. Hearing:</b> Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
<input type="checkbox"/>	<b>R. Repetitive Motions:</b> Substantial movements (motions) of the wrists, hands, and/or fingers.

### 3. VISUAL ACUITY

Please check the ONE description of visual acuity requirements (including color, depth perception, and field of vision), that best describes the requirements of the position:

<input checked="" type="checkbox"/>	A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly of fabrication of parts at distances close to the eyes.
<input type="checkbox"/>	B. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades' tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
<input type="checkbox"/>	D. The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

### 4. WORKING CONDITIONS

Please circle ALL conditions the worker is subject to in performing the essential functions of the position

<input type="checkbox"/>	A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	B. The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	C. The worker is subject to both environmental conditions: Activities occur inside and outside.
<input type="checkbox"/>	D. The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
<input type="checkbox"/>	E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
<input type="checkbox"/>	F. The worker is subject to noise: There is sufficient noise to cause worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	G. The worker is subject to vibration: Exposure to oscillating movements of extremities or whole body.
<input type="checkbox"/>	H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

<input type="checkbox"/>	J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	K. The worker is required to wear a respirator.
<input type="checkbox"/>	L. The worker frequently is in close quarters, crawl space, shafts, manholes, small, enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
<input type="checkbox"/>	M. The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	N. The worker is exposed to infectious diseases.
<input type="checkbox"/>	O. The worker is required to function around prisoners or mental patients.
<input checked="" type="checkbox"/>	P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).