

# Job Analysis Form

<b>JOB TITLE:</b>			<b>DEPARTMENT:</b>		
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<b>F/PT:</b>	<b>HRS/DAY:</b>	<b>DAYS/WK:</b>	<b>CONTACT:</b>		
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**GENERAL JOB DESCRIPTION:**

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**BRIEF STATEMENT OF ESSENTIAL DUTIES:**

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**MACHINES/TOOLS/EQUIPMENT**

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**AVERAGE TIME SPENT** (if job does not require it, note "0" as the percent):

ACTIVITY	% PER DAY	ACTIVITY	% PER DAY	ACTIVITY	% PER DAY
Sitting		Keyboarding		Pulling	
Walking		Reading		Bending	
Standing		Speaking		Grasping	
Lifting >45lbs.		Lifting 15-45 lbs.		Lifting <15 lbs.	

**NOTES ON ACTIVITIES**

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**WORK ENVIRONMENT**

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**CAN THIS JOB CAN BE MODIFIED TEMPORARILY**  Yes  No

<b>JOB ANALYST:</b>	<b>DATE:</b>
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