

Essential Job Functions

- **A job function is "essential" when:**
 - Performance of the function is the reason that the job exists
- **A function may be "essential" when:**
 - The number of employees available to perform the function is limited
 - The function requires specialized skills
 - The function occupies a large percentage of time
 - Failure to perform the function may have serious consequences

Is It Essential?

- **Is this duty the main reason for the job's existence?**
(Example: "Answers incoming telephone calls and greets department visitors" is the basic reason that a Receptionist position exists. Similarly, a Proofreader "reads department manuscripts to detect and correct typographical errors.")
- **Does this duty require a large percentage of time?**
(Example: An Administrative Assistant spends approximately 30% of his/her time "composing, preparing and processing department correspondence.")
- **Will there be serious consequences if this duty is not performed?**
(Examples: A Supervisor "disciplines staff" using a minimal amount of time, however, staff performance and morale could be seriously affected if this duty were not performed. A Machine Shop Foreman "maintains machines and equipment in safe, operating order" only 5% of the time, but failure to do so could result in significant machine down time, lost productivity and/or possible injury to self or others.)
- **Does this duty require highly specialized training, education, skills or experience?**
(Example: A Dental Assistant "assists with taking of x-rays", which requires specialized training. Or an Admissions Counselor is required to have public speaking skills and experience because he or she "conducts formal presentations to groups of students, counselors and parents." In both instances these accountabilities require only a small percentage of time.)
- **Are there a limited number of employees to whom this duty could be delegated?**
- **Did the previous incumbent in the position perform this duty?**
- **Do other employees with this same job code perform this duty?**