



**GEORGIA DEPARTMENT OF HUMAN SERVICES  
Human Resources Policy #1701 A2**

**GEORGIA ACTIVITY ANALYSIS**

<b>Position Title:</b>	<b>Employee Name:</b>
<b>Prepared By:</b>	<b>Date Prepared:</b>
<b>I. POSITION PURPOSE</b> (Describe in terms of the reason the position exists.)	
<b>II. TASKS</b> (In Column A, describe each task in order of frequency performed. What is required to do the position? In Column B, indicate primary physical, mental, and environmental demands required to perform each task.)	
<b>A. Tasks</b>	<b>B. Demands</b>
<b>III. PRODUCTIVITY</b> (Describe production rate including quantity and quality of work required.)	
<b>IV. WORK SCHEDULE REQUIREMENTS</b> (Describe specific shifts (including rotating) and/or hours, travel, or overtime.)	

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<b>V. PHYSICIAN COMMENTS</b> (Complete the appropriate box below and provide comments as necessary.)	
<input type="checkbox"/>	I release _____ to this job as described above.
<input type="checkbox"/>	I release _____ to this job under the following conditions and the medical rationale is:
<input type="checkbox"/>	I cannot release _____ to any part of this job at this time and the medical rationale is:
<b>Date next appointment is scheduled:</b>	
<b>Physician's Name:</b>	
<b>Physician's Signature:</b>	
<b>Date:</b>	