



GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #1701 A5

DETAILED JOB ANALYSIS

Job Title:
Job Location:
Completed By (Name and Title):
Date Completed/Updated:

Persons Involved	Name/Title	Signature	Date
Employee			
Supervisor			
Other			

I. PURPOSE OF JOB (Describe in terms of desired outcomes, rather than in terms of how traditionally performed.)

II. EDUCATION/SPECIFIC VOCATIONAL REQUIREMENTS (List required degrees, certificates and licenses to qualify for this job.)

III. SKILL REQUIREMENTS (List specific skills or knowledge required to qualify for this job.)

IV. WORK EXPERIENCE REQUIREMENTS (List quantity and describe specific work experience requirements needed to qualify for this job.)

DETAILED JOB ANALYSIS

20 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
50 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CARRYING							Max. Distance Carried
Negligible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
50 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Push/Pull Max Force							Max. Distance Moved
Negligible	<input type="checkbox"/>	<input type="checkbox"/>					
10 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
50 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100 lbs. Max.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

POSTURES / MOVEMENTS	MAX. CONSEC. MIN/HOURS	TOTAL DAILY HOURS	POSITION CHANGE OPTIONAL?	FURTHER DESCRIPTION
Sitting				
Standing (in place)				
Walking				
Use Arm/Leg Controls				
	Never	Occasional (up to 1/3 of the time)	Frequent (1/3 to 2/3 of the time)	Constant (over 2/3 of the time)
Bending	<input type="checkbox"/>			
Turn/Twisting	<input type="checkbox"/>			
Kneeling	<input type="checkbox"/>			

DETAILED JOB ANALYSIS

Squatting					
Crawling					
Climbing					
Reaching (out)					
Reaching (up)					
Wrist Turning					
Grasping					
Pinching					
Finger Manipulation					

VIII. MENTAL DEMANDS (List demands such as intellectual capabilities, abilities to concentrate and make fine discriminations, etc. Aptitudes such as spatial or form perception may also be listed. List only those which can be quantified.)

IX. ENVIRONMENTAL CONDITIONS (Describe general environment in which job is completed, then list all specific conditions, including temperature range, mechanical, electrical, vibrations, radiation, fume, ventilation, chemical and related hazards.)

X. REQUIRED PRODUCTIVITY (Describe or quantify output required of employee in this position, including quality of work requirements.)
