

Binghamton University

Americans' With Disabilities (ADA) Position Analysis Form

Date Prepared:

Prepared by:

Department:

Extension:

Title of Vacant Position:

Line Item#:

Referring to the lettered essential duties described in the corresponding ADA Position Description form, please provide responses to the questions asked.

Job Functions	A.	B.	C.	D.	E.
Would taking function from the position fundamentally change the job?					
Does the position exist to do this function?					
Is special expertise or judgement required?					
Is special training or education required?					
Is a license required?					
Would there be any significant consequences if this were not done?					
Did the previous incumbent of the position do this?					
Time per week (in hours) to do this function.					
Can other current employees within department/unit do it if incumbent does not?					
Could this function be done by another department/unit?					
Is this function essential?					

Remarks:
