

Transitional Work Grant Program Job Analysis Template

Essential job functions & associated functional task elements			
Task	Job essential functions	Job task elements	Equipment/tools used
6			
7			
8			
9			
10			



Transitional Work Grant Program Job Analysis Template

Summary of Physical Job Demand Job title Job essential functions Task 10 Task 6 Task 7 Task 8 Task 9 Maximal time/shift (min) Weight-Weight-Weight-Weight-Weight-Lift & carry demands frequency frequency frequency frequency frequency Floor lift (0-17") Knee lift (18-29") Waist lift (30-36") Chest lift (37-48") Shoulder lift (49-60") Overhead (>60") Pushing **Pulling** 2-Handed carry 1-Hand carry **Body side Body side Body side** Body side **Body side** Physical aptitudes indicator indicator indicator indicator indicator Grasping/handling R/L/B Forceful grip R/L/B Forceful pinch R/L/B Fingering/dexterity R/L/B Wrist flex/extension R/L/B Keyboarding R/L/B Operate foot controls R/L/B **Position abilities** Frequency Frequency Frequency **Frequency** Frequency Sitting Standing Overhead reaching Front/lateral reaching Bending sitting/standing Stooping Squatting Kneeling Supine-lying Crawling-distance in feet-freq. Standing & twisting Sitting & twisting Sitting **Endurance Frequency** Frequency Frequency **Frequency** Frequency Walking-distance in feet-freg. Stair climbing number/flight Step ladder height in feet Balancing/stepping coordination Frequency Scale N: Never S: Seldom O: Occasionally F: Frequently C: Constant Hours 0 0-1 hour 1-3 hours 3-6 hours 6-8 hours Percent of task 0% of task 1% or less of task 1-33% of task 34-66% of task 67-100% of task Reps/hour 0 reps/hour 1 or less reps/hour 3-12 reps/hour 13-30 reps/hour 31-60 reps/hour Reps/day 0 reps/day 1 or less reps/day 21-100 reps/day 101-245 reps/day 246-490 reps/day

M = Medium

0-50 pounds

H = Heavy

0-100 pounds

VH = Very heavy

>100 pounds

BWC-3918 (Rev. July 27, 2023)

S = Sedentary

0-10 pounds

L = Light

0-20 pounds

PDL

Pounds