Binghamton University

Americans' With Disabilities (ADA) Position Description Form

This form is to be used to analyze each position to determine: (1) whether applicants are "qualified" for employment in the position; and (2) what job sites and equipment may be require modification in the event reasonable accommodation is necessary for an applicant or employee.

Date Prepared:     Department:
Prepared by:        
Extension:          
Title of Vacant Position:     Line Item:

______________________________________________________________________

Job Objectives (Purposes of the position):

Essential Job Functions (Functions essential to attaining job objectives):

A. 
B. 
C. 
D. 
E. 

Job Standards (Minimum qualifications needed to perform essential job functions. Since Classified positions standards are determined by the NYS Department of Civil Service, write "Classified Service", otherwise list standards):

Job Location (Place(s) where work is performed):

Equipment (Machines, devices, tools, etc., used in job performance):

Non-essential Functions (Marginal tasks performed by incumbent of this position):

Remarks:

State University of New York