

Georgia Activity Analysis

POSITION TITLE:	EMPLOYEE NAME:
DATE/BY WHOM:	AGENCY/LOCATION:
I. PURPOSE OF POSITION (Describe in terms of the reason the position exists.)	
II. TASKS A. Describe each task, in order of frequency performed. What is required to do the position? B. Indicate primary physical, mental and environmental demands required to perform each task.	
A. Tasks	B. Demands
III. REQUIRED PRODUCTIVITY (Describe production rate including quantity & quality of work required)	
IV. WORK SCHEDULE REQUIREMENTS (Describe specific shifts (including rotating) and/or hours, travel or overtime)	
PHYSICIAN COMMENTS (Complete the appropriate box below and provide comments as necessary)	
➤I release _____ to this job as above described.	
➤I release _____ to this job under the following conditions:	
The medical rationale is:	
➤I cannot release _____ to any part of this job at this time. The medical rationale is:	
Next appointment is scheduled for	
Physician's Signature:	Date:

How to Complete the Georgia Activity Analysis

Position Title: e.g. Housekeeper, Equipment Operator, Correctional Officer

Date/By Whom: Put date completed or updated & include name of person who completed form.

Agency/Location: Agency and site location to which the employee is assigned

I. **Purpose of Position:** Describe in terms of why it exists and the fundamental reason for the position.
e.g. To provide a safe environment for quality patient care.

II. **Tasks:**

a) Describe each task starting with most frequently performed. e.g. Delivering meals to patients on assigned unit. (Reference employee's current Performance Management Form)

b) Describe physical, mental and environmental demands of each task & frequency performed.

Occasionally Activity or condition exists up to 1/3 of the time

Frequently Activity or condition exists 1/3 to 2/3 of the time

Constantly Activity or condition exists 2/3 or more of the time

Physical Demands may include:

- Lifting or carrying (what, how much it weighs, how often & how high e.g. 25 lb. boxes frequently lifted from floor to shelves up to 6 feet high)
- Sitting, standing and/or walking
- Pushing/pulling, fingering, handling, reaching, bending, twisting, crawling kneeling, squatting, climbing (ladders or stairs), overhead reaching
- Talking, hearing, feeling, tasting/smelling, visual acuity, depth perception

Mental Demands may include:

- Cognitive ability such as intellect & memory, may include here any educational requirements, certifications or licensures
- Concentration/Attention including ability to sustain with distractions
- General Aptitudes such as form/spatial/clerical perception, verbal or numerical capabilities, finger/manual dexterity, & color discrimination
- Specific Aptitudes such as good understanding of mechanics, ability to read blueprints, public speaking, or medical knowledge
- Interpersonal skills such as dealing with the public, maintaining personal appearance, or behaving in an emotionally stable manner

Environmental Demands may include:

- Extreme temperature ranges, exposure to weather, noise, humidity, vibration, poor ventilation, or hazards such as moving parts, electrical shock, unprotected heights, radiation, explosives, toxic chemicals, fumes
- Describe the general environment in which position is performed
e.g. indoor offices or outdoors on road crew

III. **Required Productivity:** Describe output required of employee including quality & quantity of work. In a typing/data entry position, this may include a specified number of words per minute & specific percentage of acceptable errors or it may mean that all patients have to get their meals by 1:00 p.m.

IV. **Work Schedule Requirements:** Describe the typical work shift requirements, such as hours per day, rotating shifts, travel or overtime.