

JOB REQUISITION

The employment provisions of the Americans with Disabilities Act became effective on July 26, 1992. The purpose of this act is to eliminate discrimination against individuals with disabilities in the workplace. This also applies to disabled applicants.

In order to comply with the act we will have to modify our job descriptions and job requisition forms. The modifications are slight and easy to follow. The changes include:

I.

1. When you complete and forward a job requisition form to Human Resources, please attached a current job description. Identify the "essential functions" of the position. Duties will each need to be identified as to whether or not they are an essential function. **Place an asterisk by each duty that is an essential function.**

When choosing essential functions consider:

- A. Whether the primary reason the position exists is to perform that function.
- B. The number of employees available to perform the function or among whom the function can be distributed.
- C. The degree of expertise or skill required to perform the function.
- D. Actual work experience of present or past employees on the job.
- E. Time spent performing a function.
- F. Consequences of not requiring that an employee perform a function.

If you remove a duty from the list and still get basic results of the job, it is not really an essential job function. Probably no more than 50% of the duties should be designated as "essential" for most jobs.

2. Under working conditions, list **all** the physical necessities to perform the essential functions of the position.

Things to consider include:

- A. Is there lifting involved and how often?
- B. Does the individual have to be able to deliver anywhere and how often?
- C. Do they have to use a phone or speak to other individuals

and how often?

- D. Do they climb stairs or ladders and how often?
- E. Is there a need to work any unusual hours? What are the hours? How often?

Be specific as possible.

- 3. Under special knowledge, abilities, and skills, be as specific as possible.

Things to consider include:

- A. If an education is required, why? Do they need reading skills? Math skills?
- B. What specific kind of experience is required? Telephone skills? Customer service experience?

In summary, please asterisk any duty you feel is an essential function, elaborate on the working conditions, verify education and experience, and include all equipment used. This is a good opportunity to review your job descriptions and ensure they are up to date. Changes may be handwritten on the description and we will send you and the incumbent, if appropriate, typed copies when they are completed in accordance with the staff contract.

Make sure you are not asking for more than what the incumbent has in the way of education and experience. For example, if you are asking for specific computer abilities, make sure it does not exceed the abilities of the incumbents of the position.

II. Banner

Finance:

- 1. Does this person need access to Banner Finance?
- 2. Will this person need to look up accounts and their budget status?
 - a. If so – for which cost centers should this person be granted access? (please provide the Organization number for each applicable cost center)
- 3. Will this person perform budget transfers?
 - a. If so – for which cost centers should this person be granted access? (please provide the Organization number for each applicable cost center)

4. Will this person enter requisitions for purchase orders?
 - a. If so – for which cost centers will this person be requisitioning? (please provide the Organization number for each applicable cost center)
5. Will this person be approving requisitions or budget transfers?
 - a. If so – which cost centers will this person use for requisitions? (please provide the Organization number for each applicable cost center)

Human Resources:

1. Does this position supervise? (Make sure to send an email to IT at studentsystemhelp@oakton.edu, so the employee will have the correct access rights behind the scenes.)
 - a. If so – what organization access does the person need for approving timesheets?

If you need assistance with any of these instructions, please feel free to contact the Employment Specialist at x1675 in Human Resources.

Thank you.

JOB REQUISTION

Position Title:

Incumbent:

Reports To:

Department:

Location:

Job Grade:

Date Submitted:

Date Required:

Account number to charge time (We must have an account number. Job reqs will not be processed with out one.):

Home Organization (If different from account number being charged too):

Grant Position Yes or No

Federal Grant: Yes or No

NECESSARY QUALIFICATIONS:

Education, general or special:

Experience, length in years and kind:

Licenses, certificates, or registration.

Special Knowledge, abilities and skills

Working Conditions/Physical Conditions

Behavioral Requirements:

Equipment Used:

WHAT IS THE DEGREE OF SUPERVISION YOU PROVIDE FOR THIS EMPLOYEE?:

HOURS/DAYS:

OTHER (WORKING CONDITIONS, SUPERVISION OF OTHERS, ETC.):

OAKTON COMMUNITY COLLEGE
Request for Approval to Fill Open Position

Position Open:

Date Submitted:

Current Grade:

ESSENTIAL FUNCTIONS OF POSITION:

Rationale for Current Need:

Supervisor Signature

Date:

Area Vice-President's Approval

Date:

President's Approval

Date:

* Please contact Human Resources with any questions. X1675