[Church Name] Job Analysis Form

Name:	Job Title:
Department:	Job Number:
Supervisor's Name:	Supervisor's Title:

1. Summary of Duties: State in your own words briefly the main duties. If the position is responsible for filling out reports/records, also complete Section 8.

2. Special Qualifications: List any licenses, permits, certifications, etc. required to perform duties assigned to the position.

3. Equipment: List any equipment, machines and/or tools (e.g., computer, vehicles, fork lifts, drill presses, etc.) normally operated as a part of the position's duties.

Machine

Average Number of Hours Per Week

4. Regular Duties: Describe in general the duties performed on a regular basis. Please list these duties in descending order of importance and the percent of time spent on them per month. List as many duties as possible and attach addition sheets if necessary.

5. Contacts: Does this position require any contacts with any other department personnel, other departments, outside agencies/companies? If yes, please define the duties requiring contacts and how often.

6. Supervision: Does this position have supervisory responsibilities?
Yes No If there is responsibility for the work of others but no direct supervision, please explain below.

7. Decision Making: Explain the decisions the person in this position will be making while performing their regular job duties.

What would be the probable result of making a poor judgment(s) or improper action(s)?

Job Analysis Form (Continued)

8. Responsibility for Records: List the reports and files the person would be required to prepare or maintain, and, in general, state for whom each report is intended.

Intended For

Report

Files Maintained		
9. Frequency of Supervision: How often must the person commaking decisions or in determining the proper course of action	to be taken?	
Frequently Cccasionally	」Seldom □ Never	
10. Working Conditions: Describe the conditions under which air-conditioned area, etc. Be sure to list any disagreeable or un		
11. Job Requirements: Indicate the minimum requirements r a. Education:	ecessary to perform satisfactorily in the position.	
a. Education:	Number of years	
a. Education: Minimum schooling	Number of years	
a. Education: Minimum schooling	Number of years	
a. Education: Minimum schooling Specialization or major b. Experience:	Number of years	
a. Education: Minimum schooling Specialization or major b. Experience:	Number of years	
a. Education: Minimum schooling Specialization or major b. Experience: Type	Number of years Number of years	
a. Education: Minimum schooling Specialization or major b. Experience: Type Type	Number of years Number of years Number of years	
a. Education: Minimum schooling Specialization or major b. Experience: Type Type C. Special Training:	Number of years Number of years	

12. Additional Information: Please provide additional information, not included in any of the previous items, which would be important in a description of the position.