



FUNCTIONAL JOB DESCRIPTION

Claim Number:		Job Title:	
Employee:		NCCI Code:	
Job Duties Synopsis: For details refer to WV Division of Personnel Class Specifications for ()			
Tools & Machines:			
Safety Equipment:			
Environment:			
Occasionally - Up to 1/3 of the time		Frequently - 1/3 to 2/3 of the time	Constantly - More than 2/3 of the time
Work Postures	Frequency	Hands/Arms & Controls Use	Frequency
Standing/Walking		Reaching	
Sitting		Handling/Grasping	
Driving		Fingering/Pinching	
Stooping/Bending		Left Hand Controls	
Crouching/Squatting		Right Hand Controls	
Kneeling/Crawling		Left Foot Controls	
Climbing		Right Foot Controls	
Physical Demands (exertion of force)			
<u>Lifting (MAX lift - pounds)</u> Negligible Weights Up to 10 pounds 11 to 20 pounds 21 to 50 pounds 51 to 100 pounds	<u>Frequency</u>	<u>Examples</u>	
<u>Carrying, Pushing or Pulling</u> Negligible Weights Up to 10 pounds 11 to 20 pounds 21 to 50 pounds 51 to 100 pounds	<u>Frequency</u>	<u>Distance Moved</u>	<u>Examples</u>
Agency Representative:	Signature:		Date:
Physician: May return to work ___ / ___ / ___	Signature		Date: