

HUMAN RESOURCES MEMORANDUM 03-013		DATE ISSUED: 02/24/2003
SUBJECT: REQUIRED USE OF ESSENTIAL FUNCTIONS DUTY STATEMENT AND HEALTH QUESTIONNAIRE		REFERENCE: None
TO: Office Branch Chiefs, Personnel Liaisons, Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The Americans with Disabilities Act (ADA), in compliance with AB 2222, requires state departments to provide reasonable accommodation to individuals with a medical condition. Therefore, it is necessary for duty statements to identify and describe the essential functions, required knowledge, skills, and abilities, and work environment for all positions. "Essential functions" refers to the basic job duties of the position that the incumbent must be able to perform with, or without, reasonable accommodation.

In order to comply with provisions of the ADA and adhere to guidelines outlined in Government Code 12926 and Personnel Management Memo 2001-031, the Department of General Services now requires Requests for Personnel Action (RPAs) to utilize the new Essential Functions Duty Statement format (GS 907T) and follow the essential functions guidelines established by the Office of Human Resources.

In addition, the Essential Functions Health Questionnaire (STD 910) is required to complete the hiring process in filling all vacant positions. When a firm job offer is made, the hiring supervisor presents the questionnaire and duty statement to the prospective employee. The candidate signs, certifying that he/she is or is not able to perform the essential functions of the position. The hiring process cannot be finalized without the completion of the questionnaire.

In order to implement the Essential Functions process and to assist offices in the development of duty statements, the Office of Human Resources has been conducting Essential Functions Duty Statement Training for supervisors, managers, and personnel liaisons from DGS and client agencies since June. Classes have been offered to some of DGS's regional offices in Southern California, and additional training sessions in Sacramento will be announced soon.

All managers and supervisors who have not yet participated in the duty statement training are strongly encouraged to attend. An accurate, defensible duty statement provides many advantages in employment actions such as advertising, recruiting, hiring, and promoting. Please contact your assigned personnel analyst to register for upcoming classes.

A comprehensive guide to the Essential Functions Duty Statement and the Health Questionnaire is now available on the DGS Intranet. You may access the manual through the following links: DGS Offices/Human Resources/User Guides/Essential Functions Training Manual. Attached are the templates for the Duty Statement (GS 907T) and the Health Questionnaire.

Questions regarding this memorandum should be directed to your assigned Personnel Analyst.

LYNN W. CATANIA, Manager
Personnel Operations Section

Attachments

LWC:RAP

cc: Personnel Transactions Unit
Personnel Analysts