These instructions are for the immediate supervisor of the employee who completed the Job Analysis booklet. You will need that booklet and the "Instruction Booklet for Incumbent."

1. Review both the instructions and the employee's entries in the Job Analysis booklet from the first page up to Section 5 (Job Duties).
2. At Section 5 (Job Duties), review the instructions and the employee's entries and complete the last three columns on the worksheets (DIFF, FUND, and ASSIGN), following the instructions below.

DIFF (DIFFERENTIATING LEVEL): This question is asked because it helps in rank-ordering applicants on the basis of job-related qualifications and in evaluating incumbent job performance.

Answer this question: Assuming this duty is adequately performed, does it differentiate among levels of overall job performance and if so, how much? In other words, does performance of this duty distinguish average performers from better performers, and better performers from superior performers? Answer "No" if, so long as the duty is adequately performed, better or superior performance makes no difference in overall job performance. Answer "Yes" if performance of this duty does distinguish adequate from better, and better from superior performance; that is, increasingly better performance of this duty is expected to result in increasingly better overall job performance. Then select the correct Yes answer among the three given.

A - No, this duty is not performance differentiating.
B - Yes, this duty is somewhat performance differentiating.
C - Yes, this duty is generally performance differentiating.
D - Yes, this duty is significantly performance differentiating.
**For Supervisor Only (cont'd)**

**FUND (FUNDAMENTAL DUTY):** This question is asked because of the requirements of the Americans with Disabilities Act. We need to be able to distinguish fundamental job duties from those that are not fundamental to the purpose of the job. Answer "Yes" if the duty is a fundamental duty; answer "No" if it is not. All the duties of some jobs may be fundamental duties; for other jobs, some, but not all, of the duties may be fundamental. A duty is considered fundamental to the job in any of the following ways:

1. The duty is frequently performed (check the FREQUENCY rating) and/or the proportion of work time spent on it is significant (check the PERCENTAGE assignment), OR
2. The consequence to the purpose of the job is severe if the duty is not performed or if it is performed poorly (check the IMPORTANCE rating), OR
3. Removing the duty would fundamentally change the job. In other words, the duty is fundamental because the reason the job exists is to perform the duty, OR
4. There are a limited number of employees available among whom the performance of this duty can be distributed, OR
5. The duty is so highly specialized that the incumbent was placed in the job because of his/her expertise or ability to perform this particular duty.

**ASSIGN (ASSIGN TO OTHERS):** This question also is asked because of the requirements of the Americans with Disabilities Act. We must be able to identify those duties which can readily be assumed by other employees in order to accommodate persons with disabilities who cannot perform them. In answering this question, consider the following: Duties which are frequently performed or which take up a large proportion of work time and which are important or critical, probably are not easily assigned to others. Duties which occur infrequently and/or which require a small percentage of work time can sometimes be assumed by others, regardless of how important or unimportant they are. If it would be unreasonable to assign this duty to another employee, answer "No." Answer "Yes" if it would be reasonable to assign this duty to another employee should an incumbent be unable to perform it.
For Supervisor Only (cont'd)

3. Section 6 (KSA's): Review the instructions and the employee's entries. Complete the far right column on the worksheet (DIFF), following these instructions:

DIFF (DIFFERENTIATING LEVEL): Assuming this KSA is possessed at an adequate level, does it differentiate among levels of overall job performance and if so, how much? In other words, does use of this KSA in performing job duties distinguish average performers from better performers, and better performers from superior performers? Answer "No" if, so long as the KSA is adequately possessed, better or superior use of it makes no difference in overall job performance. Answer "Yes" if use of this KSA does distinguish adequate from better, and better from superior job performance; that is, increasingly higher levels of this KSA are expected to result in increasingly better overall job performance. Then select the correct Yes answer among the three given.

A - No, this KSA is not performance differentiating.
B - Yes, this KSA is somewhat performance differentiating.
C - Yes, this KSA is generally performance differentiating.
D - Yes, this KSA is significantly performance differentiating.

4. Section 7 (Physical Requirements): Review the instructions and the employee's entries. Complete the far right column titled DIFF, following these instructions:

DIFF (DIFFERENTIATING LEVEL): Assuming this physical requirement is possessed at an adequate level, does it differentiate among levels of overall job performance and if so, how much? In other words, does use of this physical requirement in performing job duties distinguish average performers from better performers, and better performers from superior performers? Answer "No" if, so long as the physical requirement is adequately possessed, better or superior use of it makes no difference in overall job performance. Answer "Yes" if use of this physical requirement does distinguish adequate from better, and better from superior job performance; that is, increasingly higher levels of this physical requirement are expected to result in increasingly better overall job performance. Then select the correct Yes answer among the three given.

A - No, this physical requirement is not performance differentiating.
B - Yes, this physical requirement is somewhat performance differentiating.
C - Yes, this physical requirement is generally performance differentiating.
D - Yes, this physical requirement is significantly performance differentiating.
5. Section 8 (Machines/Tools/Equipment/Safety Gear/Special Clothing) and Section 9 (Other Requirements): Review both the instructions and the employee's entries.

6. Complete Section 10 (For Supervisor Only) in the Job Analysis booklet.

7. Complete the Signature Block for Immediate Supervisor.