



CODESP

COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

PHYSICAL ABILITIES ANALYSIS

Physical abilities and working conditions analysis is a specialized method of job analysis to determine the physical demands and working conditions of specific jobs. Because the Americans with Disabilities Act (ADA) is concerned with the functional abilities of disabled persons, it makes sense to use a form of job analysis that is concerned primarily with the physical capabilities to perform a given job.

The ADA also speaks of “essential functions” of the job. Functions are considered to be broad general statements comprised of many tasks. “Build a house” might be deemed an essential function for a construction worker. The use of the term “function” over the term “task” is preferred by equal employment enforcement agencies because it can be argued that there are many ways to perform a “function.”

Regulatory agencies repeatedly warn employers that the mere existence of an essential function does not mean that there are not a myriad of ways in which the function could be performed by a qualified disabled applicant. The EEOC states clearly in its *Technical Assistance Manual on the Employment Provisions of the ADA*, that these “functions” must be specific and be clearly linked to human abilities such as muscular or cardiovascular endurance:

Some job analysis methods ask current employees and their supervisors to rate the importance of general characteristics necessary to perform a job, such as “strength,” “endurance,” or “intelligence,” without linking these characteristics to specific job functions or specific tasks that are part of a function. Such general information may not identify, for example, whether upper body or lower body “strength” is required, or whether muscular “endurance” or cardiovascular endurance is needed to perform a particular job function. Such information, by itself, would not be sufficient to determine whether an individual who has particular limitations can perform an essential function with or without an accommodation. (EEOC, TAM, p. 11-20).

Since physically demanding job functions are usually comprised of many (essential and marginal) tasks, they can seldom, if ever, be linked to specific human physical abilities in a coherent manner. For example, firefighters perform the essential function of “performing overhaul operations.” This activity involves several critical and several marginal tasks. To the individual unfamiliar with firefighting, the phrase “perform overhaul operations” conveys very little content. If the individual reviewing these functions is the physician who performs the initial medical screening for new hires or evaluates injured workers for return to work, these essential functions are so vague as to be of little value.

When individuals are considered in relation to the actual demands of the job, the actual job tasks must be eventually considered. Therefore, the organization of job information into essential functions, is useful only to the extent the most critical and most demanding physical tasks are described. The physical abilities chosen from the list provided in the upcoming **CODESP Job Analysis Questionnaire** are always linked to the essential tasks performed.

There are several different methods of physical abilities analysis. The choice of methods is dependent on the specific use for which the analysis is being conducted. An analysis for the purpose of validating a physical ability test may require different information than an analysis that is being done to devise a job description (**CODESP Job Analysis Questionnaire**).

Gene Carmean - Med-Tox

NEW CATS FEATURE

We have been working with our software developers to improve our CODESP Automated Test System (CATS) and we will be adding new features as they become available. The newest feature is a message (shown in the box below) which appears when members create a test in the Test Generator. Hopefully this will guide you through the process easier.

Congratulations!

Your test has been created and is available in your **Test Library**. You can view and/or print your test anytime by visiting the Test Library and selecting a test. You can also delete tests that are no longer needed.

 [Print Test Now!](#)

INTENTS TO JOIN or CONTINUE CODESP MEMBERSHIP

Please return you Intents to Join or Continue CODESP Membership as soon as possible. Invoices for the next program year are available on our website at www.codesp.com. Click on the Blue toolbar on [Resources](#) and scroll down to Membership Documents.

New districts should register on our website or give us a call at (714) 374-8644

NEW SELECTION ANALYSTS JOIN CODESP STAFF

Two new Selection Analysts joined the staff at CODESP in April. [Alex Brody](#) and [Gilma Anderson](#) both have Masters Degree in Industrial/Organizational Psychology from California State University San Bernardino. Although they are still in their training period, they have already made a very positive impact to the consortium. Having additional staff members (they join existing Analyst Amy Tompkins) has increased our selection material writing capability dramatically. We will also be able to cover the state more efficiently. Each Analyst and the Director will be assigned to a particular area of the state to increase the number of training meetings and to improve the personalization of the services provided.

Although we are lucky to have such a talented staff, we still need your assistance in providing us with enough time to adequately fulfill your requests. We also need districts to provide us with Subject Matter Experts to review the materials. Since our goal is to customize each request we also need up-to-date job descriptions and accurate email addresses so that we can reach district representatives if we have questions. Although all CATS Request related inquiries should be directed to tests@codesp.com, Alex can be reached at alex@codesp.com and Gilma can be reached at gilma@codesp.com.

JOB ANALYSIS QUESTIONNAIRE & JOB DESCRIPTION BUILDER COMING THIS SUMMER!!!!

WRIPAC MEETING

The Spring WRIPAC meeting and training program will be held: **May 9-11** in Visalia. Registration and a fee is required for the training on the 9th. Separate registration is required if you are only attending the FREE meeting which follows on the 10th -11th.

The training topic for the all day workshop on the 9th will be *Selection Planning*. Participants will learn how to choose the right selection procedures for any type of job. Donna Terrazas will be the instructor.

VISALIA MARRIOTT

300 South Court
Visalia, CA 93291
Tel: (559) 636-1111
(800) 236-2427

For more information and to register:

www.wripac.org

PTC-SC CONFERENCE

Becoming a Strategic Business Partner: Capitalizing on Innovative Testing & Selection Practices

May 18, 2007

Universal City Hilton

For more information and to register:

<http://www.ipmaac.org/ptcsc/onferences/>

SAVE the DATE!

October 12 - 14, 2007

California School Personnel Commissioners Association

Northern California Conference

Siena Hotel Reno, Nevada

CODESP TRAINING

**FOR MORE INFORMATION VISIT
WWW.CODESP.COM and click on EVENTS**

Accommodation Requests & CODESP Job Analysis Tools

**Monday, April 30, 2007
10:00 a.m. - 12:30**

Alameda County Office of Education

Attorney Mark Williams from AALRR and Alex Brody from CODESP will provide presentations. Click on Events for more information.

CODESP Job Analysis Tools

**Thursday, June 21, 2007
9:00 a.m. - 12:00**

Los Angeles County Office of Education

CODESP staff will present a Job Analysis workshop which will also introduce their new Job Analysis tools.

This class will be repeated in other districts throughout the year.

To Register:

If you are a CATS User log-in and click on **Events** and then **Register Now!** A card will appear. "me" in the sample card below is the person logged on to CATS. By putting a check in the box, the person whose name appears on the log-in information (should be you) will be registered. The small box to the right contains names of other CATS Users at your district. Click on their names to register them also.

Non-CATS Users must not be logged on to register. Click on **Events** and **Register Now!** Complete the information on the form that appears at the bottom of the web page and click on **Register**.

Registration Card

20 seat(s) available

Yes, register me for this event.

I want to register the following users from my organization:

M Test
Stephanie

Long Beach USD HR Openings

Administrative Coordinator-Personnel Commission

\$89,838 - \$105,490

Closes: June 8, 2007

Senior Personnel Analyst

\$74,286 - \$87,243

Closes: June 8, 2007

For details go to: <http://www.lbusd.k12.ca.us/perscomm/Web/index.htm>

Select Class Specifications, Human Resources and Personnel Commission or

call (562) 435-5708 ext. 7432