Physical/Environmental/Mental Demands Form (PEM)

This form is intended to assist departments in determining the demands of positions and in recognizing any accommodations which may be necessary per the provisions of the Americans with Disabilities Act (ADA) of 1990. Keep a copy of the completed form with the Job Description in the employee’s personnel file. For vacant positions, be sure to indicate any outstanding demands or any demands unusual for the classification on the Job Vacancy Listing (JVL). After completing this form, submit it to Human Resources with the JVL.

Job Title: Programmer/Analyst II (7603)  
(Instructional Support, Jan 2006)  
Department: Electrical Engineering and Computer Sciences

<table>
<thead>
<tr>
<th>Physical Demands (without accommodations)</th>
<th>hours at one time</th>
<th>total hours per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>&lt;½</td>
</tr>
<tr>
<td>sitting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>walking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>standing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bending neck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>twisting neck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>bending waist (forward or sideways)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>twisting waist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>squatting (crouch or sit on one’s heels)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>climbing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>kneeling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>crawling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Typing] repetitive* movement: Hand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ø simple grasping</td>
<td>1 hand</td>
<td></td>
</tr>
<tr>
<td>Ø power grasping</td>
<td>1 hand</td>
<td></td>
</tr>
<tr>
<td>Ø fine manipulation</td>
<td>1 hand</td>
<td></td>
</tr>
<tr>
<td>Ø pushing/pulling</td>
<td>1 hand</td>
<td></td>
</tr>
<tr>
<td>reach above shoulder height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reach below shoulder height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing up to 10 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing 11-25 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing 26-50 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing 51-75 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing 76-100 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move items weighing over 100 lbs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>driving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Foot] repetitive* movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*constant for at least 15 minutes

Environmental Demands (check all that apply)

- A. Extreme cold (below 32°F)  
- B. Extreme heat (above 100°F)  
- C. Noise (need to shout in order to be heard)  
- D. Vibration (exposure to oscillating movements of the extremities or whole body)  
- E. Exposure to dust/gas/fumes/steam/chemicals  
- F. Work outdoors (no effective protection from weather)  
- G. Walking on uneven ground (gravel, rocks, mounds)  
- H. Work at heights (such as on scaffolding or ladders)  
- I. Working around moving machinery (fork-lifts, tractors, mowers)  
- J. Protective Equipment Required (respirator, mask, earplugs, gloves, eyewear, etc.)  
- K. Potential exposure to infectious diseases  
- L. Other  
- M. NONE (not substantially exposed to adverse environmental conditions)
**Mental Demands**

In each category below are examples of possible demands for a job’s essential functions. The scale is by degree of complexity, not the frequency of the task:

<table>
<thead>
<tr>
<th></th>
<th>1 = the least complex</th>
<th>5 = the most complex</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Comprehend &amp; follow instructions</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>B. Perform assigned tasks</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>C. Maintain an appropriate work pace</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>D. Perform complex or varied tasks</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>E. Relate to others</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>F. Influence people</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>G. Make decisions</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>H. Direct, control and plan</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>I. Interact with public or co-workers in written form</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>J. Communicate orally</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Work hours: 40 hrs/week (Mon-Fri 8am-5pm, with some flexibility)

Reviewed with:  
- incumbent  
- co-worker  
- no one (new job)

Supervisor: (Kevin Mullally)  
Signature:  
Date: January 10, 2006