SERS
State Employees' Retirement System
srs.illinois.gov

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Job Duty Statement

Member information

Name *(Last, first, middle)* _____

SSN *(last 4)* **or Member ID** _____

Address *(Street, City, State, Zip)* _____

Job title *(no temporary titles)* _____

To be completed by the member's supervisor.

Please indicate, by using the numbers 0-3 in the grading system below, the average daily job demand of the above named member. If lifting is involved, please indicate if the employee must also carry the object. Also, indicate if the employee would have intermittent rest while performing the demand.

Grading system

0 - Never **1 - Monthly** **2 - Weekly** **3 - Daily**

Please complete section below based on actual job duties employee is required to perform.

1. _____ Working on or with moving machinery (☐ with ☐ without intermittent rest)
2. _____ Working on or with moving machinery using foot controls (☐ with ☐ without intermittent rest)
3. _____ Driving automotive equipment, including loading & unloading (☐ with ☐ without intermittent rest)
4. _____ Driving automotive equipment (☐ with ☐ without intermittent rest)
5. _____ Lifting 1-10 lbs (☐ with ☐ without carrying) (☐ with ☐ without intermittent rest) (☐ with ☐ without help available)
6. _____ Lifting 11-25 lbs (☐ with ☐ without carrying) (☐ with ☐ without intermittent rest) (☐ with ☐ without help available)
7. _____ Lifting 26-50 lbs (☐ with ☐ without carrying) (☐ with ☐ without intermittent rest) (☐ with ☐ without help available)
8. _____ Lifting 51-100 lbs (☐ with ☐ without carrying) (☐ with ☐ without intermittent rest) (☐ with ☐ without help available)
9. _____ Pushing and hand trucking (weight _____) (number of times per day _____) (☐ with ☐ without intermittent rest)
10. _____ Climbing stairs (☐ with ☐ without intermittent rest)
11. _____ Climbing ladders (☐ with ☐ without intermittent rest)
12. _____ Walking (☐ with ☐ without intermittent rest)
13. _____ Standing (☐ with ☐ without intermittent rest)
14. _____ Sitting
15. _____ Running
16. _____ Bending or stooping (☐ with ☐ without intermittent rest)
17. _____ Reaching above shoulder level (☐ with ☐ without intermittent rest)
18. _____ Use of hands for gross manipulation (grasping, twisting, handling)
19. _____ Use of hands for fine manipulation (typing, good finger dexterity)
20. _____ Wet work- (☐ hands ☐ feet)
21. _____ Dust, fumes, gases - (☐ respiratory irritants ☐ skin irritants ☐ allergic irritants)
22. _____ Use of a weapon
23. _____ Dealing with combative individuals
24. _____ Maintain an appropriate work pace
25. _____ Perform complex or varied tasks
26. _____ Relate to others (co-workers and /or public)
27. _____ Make critical decisions
28. _____ Manage or supervise projects or staff
29. _____ Interact with public or co-workers in written form
30. _____ Other/comments (use back of form if necessary to describe any job demands unique to this employee's duties)

Supervisor signature _____ **Date** _____

Agency name/address _____ **Phone** _____