

CONVERTING OBJECTIVES AND TASKS INTO ESSENTIAL FUNCTIONS**Technician Example****Current Format**

- An overall objective and is followed by nearly every task to accomplish the objective.

Job Title: Education Technician

Objective B: Assists in Special Events and Agency Programs. (25%)

- Task 1. Provides information to the public on special events and arranges distribution.
- Task 2. Organizes materials, and gathers information from the public for special events.
- Task 3. Under supervision and direction of the Education & Information Specialist, organizes and coordinates special projects/events
- Task 4. Maintains bulletin boards, and information displays for information about the agency in the education area.
- Task 5. Maintains cleanliness of education area.
- Task 6. Conducts informational tours.
- Task 7. Under supervision of Information Coordinator arranges for staff training.

New Format

- Combine similar tasks to create essential functions.

Education Technician**Essential Functions**

1. Assists in organizing and providing information to the public for special events. (10%)
2. Educates the public by maintaining education displays and conducting informational tours. (10%)
3. Arranges staff training under the direction of the Information Coordinator. (5%)