The catalog describes jobs performed in business and industry by persons with disabilities. Each job described is performed by a specific disabled individual. Job descriptions are indexed by disability and job title. Each job description specifies the type of job, the disability of the person performing the job, company information (e.g., company name and description, number of employees, and a contact person), job requirements, job information (e.g., wages, benefits, work schedule, work setting, probationary period, employment history, physical demands, environmental conditions, training period, and amount of supervision); significant duties (e.g., leadership/managerial, problem solving or writing tasks, manual/perceptual tasks); and special considerations (e.g., limitations, special training, job accommodations, personal strengths). After the job descriptions, a section provides the employer perspective on employing persons with disabilities in discussions of such topics as hiring versus employing, employer satisfaction, attributes and competencies of disabled workers, attitudes of employers toward disabled workers, and job accommodations. The last section lists resources for job replication including organizations, publications, and training programs. Appended are a job replication form for providing additional job descriptions. (DB)
REPLICATING JOBS IN BUSINESS & INDUSTRY FOR PERSONS WITH DISABILITIES

Volume 3

Vocational Studies Center
School of Education • University of Wisconsin–Madison

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VOLUME THREE

Replicating Jobs In Business and Industry
for Persons with Disabilities

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The Vocational Studies Center
School of Education
University of Wisconsin-Madison

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### Cross Reference of the Job Descriptions by Disability and Job Title

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Section 1

Catalog Purpose and How to Use

JOBS
This publication provides information about jobs performed in business and industry by persons with disabilities. It is important for people with disabilities to have role models that will help raise their vocational aspirations and expectations. Exemplary employment models are also needed by teachers, counselors, job placement personnel and employers who work with people who are disabled. Each job described in this catalog is performed by a specific person who is disabled. Readers should not conclude that such jobs are the only ones which persons with similar disabilities could perform, although these jobs might be replicated for persons with similar disabilities. Each description can be used to stimulate thinking about additional jobs which persons with disabilities could perform. Keep in mind that that key factors in matching jobs to persons with disabilities are a person's interests, abilities and aspirations.

The job descriptions in this publication are cross referenced by disability and job title. These jobs show that persons with disabilities are performing at levels above many people's expectations. These jobs are performed by persons with many different types of disabling conditions and levels of severity. Some jobs included in this publication show that persons with severe disabilities can work full time, receive employment benefits and achieve vocational independence.

The information on each job description in this catalog was provided by employers, employees who are disabled, job placement specialists and other interested persons. The Jobs Replication Form which was used to obtain information on job descriptions in this catalog can be found in Appendix A page 217. Please see Appendix B on page 223 for information on how you can help us obtain additional job description on jobs which persons with disabilities are performing in business and industry.

HOW TO USE THIS VOLUME

Potential users of this catalog include persons with disabilities, special educators, vocational instructors, rehabilitation counselors, job placement and job development counselors, employers and others. Each job description specifies the type of job, disability of the person performing the job and five areas of job information.

1. Company Information
   - company name and description, number of employees, and the name of a person to contact for more information

2. Job Requirements
   - academic credentials, work experience, examinations and other job requirements

3. Job Information
   - wages, benefits, work schedule, work setting, probationary period, employment history, narrative description, physical demands, physical activities performed, environmental conditions, special conditions, work group, standard training period and standard amount of supervision
4. Significant Duties  leadership/administrative/managerial, tasks in the areas of problem solving/reasoning, computers, mathematics, writing, reading, communication, manual/perceptual tasks and other significant duties or job features.

5. Special Considerations  limitations, special training, job accommodations, personal strengths and financial incentives for hiring.

This catalog presents a cross section of jobs which persons with disabilities perform. Many other persons with disabilities may achieve on a level equal to those whose jobs are described, or learn to perform jobs of greater difficulty and reach higher plateaus. Teamwork, coordination and cooperation among all involved in the education, placement and employment of persons with disabilities are needed if persons with disabilities are to achieve their full potential. Listed below are some ideas of how specific groups and individuals might use this catalog of jobs.

Persons with Disabilities

- provide direction about specific job areas
- help secondary and postsecondary students be aware of specific job requirements, duties and conditions
- use when planning a course of study at the secondary or postsecondary level
- help identify skills and interests
- use as an incentive for training, promotion or to expand knowledge about successful employees
- expand thinking about what jobs successful people with disabilities are doing in business and industry
- use as a reference during the job search process
- use to inform employers about needed accommodations
- use to identify which might supply support services or assist in obtaining a job
- stimulate thinking about career changes and job advancement

Special and Vocational Educators

- use as examples in a career development curriculum
- use as a tool to develop on-the-job training sites
. use with students in individual counseling sessions to help them become aware of their potential

. use to show students the diversity of jobs which people with disabilities perform

. supplement career information systems

. use in the preservice and inservice training of regular teachers in order to expand their thinking about the range of jobs that students with disabilities might perform

. use with employers in discussing the capabilities of students with disabilities

. use as a base for replicating specific jobs in local businesses

. use to compare similar job titles but different duties

. use with parents to stimulate realistic vocational goals for their son or daughter

**Job Placement and Job Development Counselors**

. use to stimulate and expand thinking about job possibilities for persons with disabilities

. use to replicate a specific job for an interested person who is disabled

. use with employers to establish credibility that the specific job is being performed by a person who is disabled in a similar place of business

. use as a guide to match skills with possible jobs

. use in staff development training

. use to supplement and reinforce a job matching program

. use to find or develop similar jobs in the local community

. use the contact persons as additional resources

. use as a guide on job accommodations to maintain an employee on the job

. use as a model for developing additional job descriptions
Employers

. review for ideas on job accommodations that other employers have made for persons with disabilities

. review to stimulate thinking about jobs that persons with disabilities might perform in employer's company

. use in company training programs and internal publications to relieve employee anxieties about the performance capabilities of persons with disabilities

. use to replicate a job which exists in a similar work situation in another company or another location of the same company

Guidance Counselors

. use as examples during individual and group counseling to encourage students with disabilities to develop and use their educational and employment potential and to expand their career interests

. use as role models to show what others are doing

. use to help students with disabilities set goals for education and employment

. distribute to other staff members in order to increase their awareness of the employment possibilities for students with disabilities

. use in conjunction with computer assisted counseling programs

Teacher Educators

. provide examples to prospective teachers in order to expand their thinking about jobs that their students are capable of performing

. use as an inservice tool to stimulate and expand the thinking of teachers and administrators as to the jobs that students with disabilities can and are performing

. use as a guide to learn about accommodations that employer have made for persons with disabilities

. review the jobs being performed by persons with disabilities to gain insight into possible revisions needed in the teacher education program
Parents

- study the contents in order to stimulate thinking about possible jobs for which their disabled son or daughter may prepare
- use in the development and implementation of the IEP and as an aid in the school to work transition
- use as a discussion tool to help their son or daughter in selecting courses needed to achieve education and career goals
- stimulate job leads and opportunities for the teacher or job developer
- use as a source of information on jobs and duties performed by persons with disabilities
- use as a reference on how job accommodations are used to maintain an employee on the job

Listed below are some ideas on how this Jobs Catalog can be used to increase the vocational and career aspirations and expectations of persons with disabilities.

1. Special and vocational educators can use the listed jobs as a resource to raise their expectations and the expectations of their students. Students can see what other persons with similar disabilities are accomplishing. If a student is not interested in the specific job or jobs listed, he or she should be made aware that perhaps similar accommodations could be made in a job in which they are interested.

2. Parents of handicapped individuals can use these jobs to stimulate their own thinking about the jobs which their sons or daughters might perform.

3. Handicapped youth can use the job descriptions to stimulate their thinking as to the type of jobs they would like to do. Handicapped youth might be encouraged to explore jobs in which they had an interest but no incentive to pursue. The awareness levels of job possibilities and career options will be improved.

4. Use as resource in the training of job development and job placement counselors.

5. The special considerations section can be used as a resource to explore appropriate accommodations for handicapped persons.

6. Use in teacher education preservice and inservice classes to show the diversity of job opportunities for students with handicaps.
7. Use with employers to provide stimulation as to the possibilities of how they might employ handicapped persons. An employer would not need to have the exact job indicated. An employer's ingenuity and imagination might be triggered by reviewing actual jobs. The examples may help employers overcome their anxiety in hiring handicapped persons. Job listings may stimulate employers to consider hiring handicapped individuals in a position in which they previously thought impossible.

8. Used in counseling handicapped youth. Teachers and counselors may need to read and interpret the information for the handicapped student.

DICTIONARY OF OCCUPATIONAL TITLES

The DOT numbers assigned to Volume III job descriptions are from the Dictionary of Occupational Titles, Fourth Edition, 1977. This edition contains approximately 20,000 jobs based on more than 75,000 onsite analyses conducted from 1965 to mid 1970s and on extensive contacts with professional and trade associations.

Background Information on the DOT

The Dictionary of occupational Titles is an outgrowth of the needs of the public employment service system for a comprehensive body of standardized occupational information for purposes of job placement, employment counseling and occupational and career guidance, and for labor market information services. In order to implement effectively its primary assignment of matching jobs and workers, the public employment service system requires a uniform occupational language for use in all of its offices. This is needed to compare and match the specifications of employer job openings and the qualifications of applicants who are seeking jobs through its facilities.

The Occupational Code Number

The first item in the DOT occupational definition is the 9-digit occupational code. In the DOT occupational classification system, each set of three digits in the 9-digit code number has a specific purpose or meaning. Together, they provide a unique identification code for a particular occupation which differentiates it from all others.

The first three digits identify a particular occupational group. All occupations are clustered into one of nine broad "categories". The nine primary occupational categories are listed below:

0-1 Professional, Technical, and Managerial Occupations
2 Clerical and Sales Occupations
3 Service Occupations
4 Agricultural, Fishery, Forestry, and Related Occupations
5 Processing Occupations
6 Machine Trades Occupations
7 Bench Work Occupations
8 Structural Work Occupations
9 Miscellaneous Occupations

The second digit refers to a division within the category. The third digit defines the occupational group within the division.

The middle three digits of the DOT occupational code are the worker functions ratings of the tasks performed in the occupation. Every job requires a worker to function to some degree in relation to data, people, and things. A separate digit expresses the worker's relationship to each of these three groups. Worker functions involving more complex responsibility and judgment are assigned lower numbers in these three groups while functions which are less complicated have higher numbers.

The last three digits of the occupational code number indicate the alphabetical order of titles within 6-digit code groups. They serve to differentiate a particular occupation from all others. A number of occupations may have the same first six digits, but no two can have the same nine digits.

The full nine digits thus provide each occupation with a unique code suitable for computerized operations.
Section II

Job Descriptions
Company Information

Company Name
University of Wisconsin
Eau Claire, WI 54701

Description of Company
Education
Teaching, research, service

Number of Employees
1175 total company
1175 this site

For more information, contact
Mark C. Olsen, Acting Director
(715) 836-3487

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
University setting
Counseling and/or teaching

Examinations Required
TB screening

Other Job Requirements
None

Job Information

Wages
$2,240 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8+ hours a day
7:45 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
None

Employment History
9 years with company
9 years in this position

Narrative Description
Understands student needs; provides accurate academic and career information; assists and stimulates students in adjustment, personal growth, and decision-making.

Physical Demands
100% sedentary work

Physical Activities Performed
See, manipulate documents, sign forms, listen and speak

Environmental Conditions
None

Special Conditions
High level of stress
Decisions affect others lives

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
Learn on the job

Standard Amount of Direct Supervision
Minimal
Significant Duties

**Leadership/Administrative/Managerial**
- Implement company policies
- Represent the company at internal functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods
- Offer judgments

**Writing Tasks**
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing
- Prepare recommendations

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Explain activities and ideas clearly
- Advise, counsel

**Computer Tasks**
- Access data from computers

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Use numerical values from charts, diagrams, tables
- Calculate averages

**Manual Perceptual Tasks**
- None

**Other Significant Duties or Job Features**
- Motivate behavior; identify personal problems of others
Special Considerations for This Worker

Limitations
Carrying, lifting, grasping, fingering, limited stamina, climbing, kneeling, squatting

Special Training
None

Job Accommodations
Accommodations for dictating letters, reports, etc., provided by employer due to employee's writing ability.

Personal Strengths
Perceptive understanding of others
Knowledge of academic and career requirements
Good communication, advising, counseling skills

Financial Incentives for Hiring
None

Other Job Replication Factors
Potential need for assistance/accommodations should be based on employee's limitations. But the most important factor is a willingness to hire.
Company Information

Company Name
Clover Park School District
10020 Gravelly Lake Drive
Tacoma, WA 98499

Description of Company
Public school district

Number of Employees
2,000 total company
2,000 this site

For more information, contact
Ronald J. Knox
Assistant Administrator for Personnel
(206) 756-8217

Job Information

Wages
$15,590 per year

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Medical insurance
Dental insurance
Life insurance
Vision insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
Approximately 1 year with company
Approximately 1 year in this position

Requirements of This Job

Academic Credentials Required
Bachelor's degree, master's degree

Work Experience Required
Accounting experience necessary

Examinations Required
None

Other Job Requirements
Bondable, tests

Narrative Description
Performs accounting functions in Financial Services Department.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality

Work Group
Small group

Standard Training Period
14 days

Standard Amount of Direct Supervision
Minimal
Accountant

### Significant Duties

#### Leadership/Administrative/Managerial
- Implement company policies

#### Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

#### Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

#### Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

#### Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

#### Reading Tasks
- Read simple directions
- Read technical information

#### Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly

#### Manual Perceptual Tasks
- None
### Special Considerations for This Worker

**Limitations**
- Low frustration tolerance, limited stamina

**Special Training**
- None

**Job Accommodations**
- Followup services provided by referral agency to the employer (minimal cost).
- Minimal additional monitoring of employee with epilepsy provided by employer (minimal cost).
- Employer allows employee to use sick and personal leave after seizure period(s) (minimal to moderate cost).
- Instruction to employer on care of employee provided by referral agency.
- An agency person(s) is available when necessary during work time.

**Personal Strengths**
- Dedication
- Accuracy
- Dependability

**Financial Incentives for Hiring**
- None

**Other Job Replication Factors**
- A referral agency familiar with the disorder and willing to perform medical review, background check and skills analysis is critical.
Company Information

Company Name
Raised Dot Computing
408 South Baldwin Street
Madison, WI 53707

Description of Company
Produces computer software and hardware for persons who are blind.

Number of Employees
8 full time, 1 part time total company
8 full time, 1 part time this site

For more information, contact
David Holladay, President
(608) 257-8833

Requirements of This Job

Academic Credentials Required
None, however, employee has a math Ph.D.

Work Experience Required
Relevant computer experience preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$9.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Profit sharing
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
9:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
2.5 years with company
2 years in this position

Narrative Description
Maintains computer software; develops new applications; resolves details of new computer interfaces; develops new products; writes sections of documentation; and supervises technical support staff.

Physical Demands
98% sedentary, 2% light work

Physical Activities Performed
Sit, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal
Applications Engineer

Blindness

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Develop company policies
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Member of board of directors

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs

**Writing Tasks**
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Reports completed on word processor

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Use of telephone

**Manual Perceptual Tasks**
- Use job-specific hand tools and equipment (wide variety of voice & Braille computer tools)
- Operate machine(s) (range of computers and office equipment)
- Use keyboard skills

**Mathematical Tasks**
- None
## Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td>Strong analytical skills</td>
</tr>
<tr>
<td>Special Training</td>
<td>National expertise on computer-based equipment for the blind</td>
</tr>
<tr>
<td>None</td>
<td>Totally dedicated to taking a task to a successful conclusion</td>
</tr>
</tbody>
</table>

### Job Accommodations
Employer has the following equipment to conduct business: Thiel, Vera-Braille tape, Vera-Braille disk, M-Boss, Versa Point, Cranmer, talking Apples, talking IBMs ($50,000). No additional equipment purchased for employees who are blind.

### Financial Incentives for Hiring
None

### Other Job Replication Factors
Unique job prevents replication. This job involves supporting computer products for the blind.
### Company Information

**Company Name**  
Physio Control Corporation  
11811 Willcws Road  
Redmond, WA  98052

**Description of Company**  
Medical electronics

**Number of Employees**  
1,150 total company  
850 this site

**For more information, contact**  
David L. Jay  
(206) 867-4000

### Requirements of This Job

**Academic Credentials Required**  
None

**Work Experience Required**  
None

**Examinations Required**  
None

**Other Job Requirements**  
None

### Job Information

**Wages**  
$1,300 per month

**Benefits**  
Paid vacation  
Paid holidays  
Paid sick days  
Pension  
FICA  
Worker's compensation  
Medical insurance  
Dental insurance  
Life insurance

**Work Schedule**  
Seasonal status  
4 days a week, 10 hours a day  
7:00 a.m. to 5:30 p.m.

**Work Setting**  
Factory

**Probationary Period**  
90 days

**Employment History**  
8 years with company  
6 years in this position

**Narrative Description**  
Performs small 10-12 step assembly jobs, including recorders used in life saving equipment; operates machine and uses tools.

**Physical Demands**  
100% sedentary

**Physical Activities Performed**  
Push, reach, sit, sense of touch, finger dexterity

**Environmental Conditions**  
None

**Special Conditions**  
Precision/quality

**Work Group**  
Works alone and in small group

**Standard Training Period**  
14 days

**Standard Amount of Direct Supervision**  
Minimal
Assembler

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Conduct work activities in appropriate sequence

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Listen
Follow intent of oral directions
Talk
Give clear oral instructions and directions

Manual Perceptual Tasks
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment (screwdrivers)
Operate machine(s) (riveter)
Set up machine(s)

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics, vision, parts must be delivered to work station, following written directions

Special Training
Supervisor provided introduction to tools. Employee received a grade and wage increase upon completion of the training.

Job Accommodations
None

Personal Strengths
Dedication to job and company
Reliable
Quality work
Willing to learn new skills

Financial Incentives for Hiring
None
Company Information

Company Name
Digital Equipment Corporation
5600 Kircher Blvd. Northeast
Albuquerque, NM 87103

Description of Company
Assembly of cables, modules and computer systems.

Number of Employees
630 this site

For more information, contact
Joe Mercandante, Personnel
(505) 345-7311

Job Information

Wages
$6.20 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
6 years with company
6 years in this position

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Electronics preferred (1 year)

Examinations Required
Physical, hearing

Other Job Requirements
None

Narrative Description
Requires: crimping approximately 15 wires, at both ends; mechanical assembly of parts on metal plate; routing the wires point to point; and torquing required parts and testing.

Physical Demands
50% sedentary, 50% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, sense of touch

Environmental Conditions
Hot, cold, dry, wet, noise, moving objects

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone, and in small and large groups

Standard Training Period
40 Hours

Standard Amount of Direct Supervision
Minimal
Assembler II

Polio - Walking and Balancing

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Correct deficiencies
Devises new ideas and better work methods

Writing Tasks
Write legibly
Complete forms accurately
Write sentences in standard English

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Operate machine(s)
Operate job-related power tool(s)

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)

Writing Tasks
Write legibly
Complete forms accurately
Write sentences in standard English

Mathematical Tasks
Count
Understand order (e.g., first, second, last)

Special Considerations for This Worker

Limitations
Writing, spelling, lifting, carrying, standing, walking, kneeling, squatting

Personal Strengths
Very dedicated
Puts best efforts into the job
Willing to try any assignment

Special Training
None

Financial Incentives for Hiring
None

Job Accommodations
None
Assistant Editor
and Proofreader

D.O.T. #132.267-014

Company Information

Company Name
Department of the Navy
Naval Supply Center Puget Sound
Code 21
Bremerton, WA 98314-5100

Description of Company
Purchases materials used by the
U.S. Navy and prepares the
contract documents.

Number of Employees
480 total company
11 this site

For more information, contact
James W. Pommier, Supervisor
(206) 476-7540

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not available

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker’s compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
2 years, 9 months with company
2 years, 4 months in this position

Narrative Description
Proofreads and edits purchase orders,
contracts/awards, purchase order
modifications and quotes; inputs data
into computer on telex, mailgram,
synopsis; and report feeder on IBM
PC, and Xerox 860 and IBM MAG II.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Minimal
Assistant Editor
and Proofreader

Deafness

Significant Duties

Leadership/Administrative/Managerial
Provide leadership
Develop company policies
Implement company policies
Supervise personnel

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Identify and correct errors in writing

Reading Tasks
Read simple directions
Read technical information

Communication Tasks
Follow intent of oral directions
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Operate machine(s) (office)
Use keyboard skills

Computer Tasks
Enter data into computers
Perform word processing

Mathematical Tasks
Count
Handle basic calculations (+, -, x, /)
Estimate quantities needed to do a job
**Special Considerations for This Worker**

**Limitations**
- Writing, hearing, speaking, following spoken directions

**Special Training**
- None

**Job Accommodations**
- None

**Personal Strengths**
- Keen eye for details
- Works under pressure
- Dedication to job

**Financial Incentives for Hiring**
- Some fees for interpreter for the deaf, but these were minimal

**Other Job Replication Factors**
- Employer should recognize their own abilities in relation to the employee handicap.
Assistant State Director

Blindness

D.O.T. #118.117-062

### Company Information

**Company Name**
U.S. Department of Labor (Veterans' Employment and Training Service)
745 Franklin Street, Room 218
San Francisco, CA 94102

**Description of Company**
Administers U.S. Department of Labor programs for veterans through state and local grants.

**Number of Employees**
- 280 total company
- 2 this site

**For more information, contact**
Charles Martinez, State Director
(916) 445-8738

### Requirements of This Job

**Academic Credentials Required**
Bachelor's degree

**Work Experience Required**
5 years of managerial related work in similar employment programs.

**Examinations Required**
None

**Other Job Requirements**
Dress code, 2 years state residency, veteran status

### Job Information

**Wages**
Information not provided

**Benefits**
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Life insurance

**Work Schedule**
- Permanent status
- 5 days a week, 8 hours a day
- 8:00 a.m. to 5:00 p.m.

**Work Setting**
State and field offices

**Probationary Period**
3 months

**Employment History**
- 6.5 years with company
- 6.5 years in this position

**Narrative Description**
Performs detailed production analysis of employment offices; uses computerized data. Responsible for 4 counties - monitors federal grants, performs field visits to determine production, and develops detailed reports and corrective actions.

**Physical Demands**
- 75% sedentary, 25% medium work

**Environmental Conditions**
- Sit, see, hear

**Special Conditions**
- Precision/quality, distracting conditions

**Work Group**
Works alone, one-to-one, and in small and large groups

**Standard Training Period**
3 months

**Standard Amount of Direct Supervision**
Minimal
Assistant State Director

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Develop visual presentations
**Special Considerations for This Worker**

**Limitations**
- Reading (slow), vision

**Special Training**
- None

**Job Accommodations**
- None

**Personal Strengths**
- Communicates well
- Coordinates job functions
- Versatile, adapts to any situation

**Financial Incentives for Hiring**
- None
Associate Librarian

Hearing Impairment - Moderately Severe Binaural Sensorineural Loss

D.C.T. #100.127-010

Company Information

Company Name
The Library
Humboldt State University
Arcata, CA 95521

Description of Company
Medium-sized academic library on northernmost campus of California State University system.

Number of Employees
Not applicable

For more information, contact
Sharr Chadwick
Associate Librarian
(707) 826-3418

Job Information

Wages
$3,200 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Library - office

Probationary Period
4 months

Employment History
6.5 years with company
6.5 years in this position

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Narrative Description
Performs reference service and collection development at Humboldt State University Library - both generally and in areas of expertise (chemistry, physics, mathematics, nursing, speech and hearing); coordinates online bibliographic search activities; serves on library and university committees as necessary; teaches library instruction classes in areas of expertise.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, sit, turn, see, color vision, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
24 months

Standard Amount of Direct Supervision
Minimal
**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Develop company policies
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Perform word processing

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (library related tools - computers, adding machines, terminals)
- Operate machine(s) (library related tools - computers, adding machines, terminals)
- Use keyboard skills
- Develop visual presentations

**Other Significant Duties or Job Features**
- Negotiate reference/information questions at reference desk.
- Teach.
- Interact with public and faculty.
Special Considerations for This Worker

Limitations
Hearing, speaking (minimal)

Special Training
Computer firm provides online instruction in specific databases.

Job Accommodations
Volume control and signal light on ceiling near telephone are provided by employer to accommodate hearing impairment (over $380).

Personal Strengths
Information not provided

Financial Incentives for Hiring
None
Auto Body Assistant

Learning Disability

D.O.T. #807.687-010

Company Information

Company Name
NorthWest AutoBody
1305 Michigan
Sandpoint, ID 83864

Description of Company
Auto body repair shop (all levels)

Number of Employees
6 total company
6 this site

For more information, contact
James Wandler
Teacher/Work Coordinator
(208) 265-4289

Academic Credentials Required
High school student

Work Experience Required
Knowledge of basic tools and auto experience preferred.

Examinations Required
None

Other Job Requirements
Driver's license

Job Information

Wages
$4.00 per hour & school credit

Benefits
None

Work Schedule
Temporary status
5 days a week, 3.5 hours a day
10:30 a.m. to 2:00 p.m.

Work Setting
Auto-shop

Probationary Period
30 days

Employment History
3 months with company
3 months in this position

Narrative Description
Assists other autobody employees with disassembly and preparation of damaged auto body parts including sanding, filling and priming; and performs maintenance on truck.

Physical Demands
10% sedentary, 20% light work,
50% medium work, 20% heavy work

Physical Activities Performed
Push, pull, reach, stoop, kneel,
crouch, crawl, sit, turn, see,
color vision, depth perception,
hear, sense of touch, finger
dexterity

Environmental Conditions
Dust, dirt, odors, noise, vibration,
mechanical hazards

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
7 months

Standard Amount of Direct Supervision
Minimal to moderate
**Auto Body Assistant**

**Learning Disability**

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### Significant Duties

#### Leadership/Administrative/Managerial

None

#### Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Review progress periodically

#### Computer Tasks

None

#### Mathematical Tasks

- Handle basic calculations (+, -, x, /)
- Make and use measurements

#### Writing Tasks

- Write sentences in standard English

#### Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information

#### Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

#### Manual Perceptual Tasks

- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate job-related power tool(s) (air tools, hammer, d'Illey)

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### Special Considerations for This Worker

#### Limitations

- Reading, writing, spelling, mathematics, speaking

#### Special Training

- Teacher provided weekly special instruction in auto body repair procedures.
- Employee received a grade upon completion of the special instruction.

#### Job Accommodations

- Placement services coordinated through state vocational rehabilitation agency upon high school graduation (6/87).
- Coworkers and teachers taught employee new skills in auto body repair.
- Transportation to and from work provided by teacher to accommodate employee.
- Testing and counseling provided to determine post-high school career goals (1-2 hrs./wk.).

#### Personal Strengths

Information not provided.

#### Financial Incentives for Hiring

None

#### Other Job Replication Factors

- Break tasks down into smaller parts.
- Allow for initially close supervision.
**Company Information**

**Company Name**  
Woods Run Forest Products Inc.  
Route 1, Box 520 A  
Colfax, WI 54730

**Description of Company**  
Wood processing treatment plant

**Number of Employees**  
12 total company  
12 this site

**For more information, contact**  
Jerry Jorgenson, Coordinator  
Projects With Industry  
(715) 232-1436

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**Requirements of This Job**

**Academic Credentials Required**  
Associate degree in bookkeeping

**Work Experience Required**  
On-the-job training

**Examinations Required**  
None

**Other Job Requirements**  
None

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**Job Information**

**Wages**  
$5.00 per hour

**Benefits**  
Paid vacation  
Paid holidays  
Worker's compensation  
Unemployment compensation

**Work Schedule**  
Permanent status  
5 days a week, 8 hours a day  
8:00 a.m. to 5:00 p.m.

**Work Setting**  
Office

**Probationary Period**  
60 days

**Employment History**  
9.5 months with company  
9.5 months in this position

**Narrative Description**  
Keeps complete set of records of finished transactions including payroll, inventory, shipping and receiving, accounts payable and receivable. Additional responsibilities include phone sales and clerical duties assigned by supervisor.

**Physical Demands**  
100% sedentary

**Physical Activities Performed**  
Reach, sit, turn, see, finger dexterity

**Environmental Conditions**  
None

**Special Conditions**  
Precision/quality

**Work Group**  
Small group

**Standard Training Period**  
320 hours

**Standard Amount of Direct Supervision**  
Moderate
Bookkeeper I

**Significant Duties**

**Leadership/Administrative/Managerial**
- Represent the company at internal functions

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Prepare budgets

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said
- Explain activities and ideas clearly
- Effectively present information to groups

**Manual Perceptual Tasks**
- Hand work
- Tend machine(s), computer
- Operate machine(s)
- Set up machine(s)
- Use keyboard skills
- Develop visual presentations
### Special Considerations for This Worker

**Limitations**
- Carrying, lifting, handling, pushing, balancing, standing, walking, climbing, kneeling, squatting, bending

**Special Training**
- On-the-job training

**Job Accommodations**
- Accessible bathroom and built carport provided by employer ($1600).
- Information on redesigning the work station provided by Projects with Industry.

**Personal Strengths**
- Dependable
- Works independently and with a team
- Sincere desire to learn, to improve, and to succeed

**Financial Incentives for Hiring**
- On-the-job training wage subsidy

**Other Job Replication Factors**
- Utilize Project with Industry and Private Industry Council resources.
Chairperson, Department of Physical Science/Associate Professor (Tenured)

Company Information

Company Name
Edgewood College
855 Woodrow Street
Madison, WI 53711

Description of Company
Liberal arts college - institution of higher education offering Bachelor's and Master's degrees.

Number of Employees
160 total company
160 this site

For more information, contact
Dr. Anne B. Swanson
Associate Professor of Chemistry and Chairperson
(608) 257-4861

Requirements of This Job

Academic Credentials Required
Doctorate

Work Experience Required
College teaching experience, scientific research experience preferred.

Examinations Required
None

Other Job Requirements
Advanced degree in chemical sciences

Job Information

Wages
$20,300 per 9-month contract academic year

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension (TIAA)
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
5+ days a week, 10+ hours a day including work performed at home and after hours

Time of work varies

Work Setting
College classrooms, chemistry laboratories, office, home

Probationary Period
7 years until tenure

Employment History
8 years with company
7.5 years full-time faculty member

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervisor
None

Narrative Description
Teaches college chemistry/biochemistry lectures and labs; evaluates students; advises students regarding academic program and scientific careers; prepares and manages department budget; supervises (hire/fire) other science department faculty and student lab assistants; keeps current with scientific literature and remains professionally active by publishing and developing courses.

Physical Demands
60% sedentary, 30% light work, 10% medium work

Physical Activities Performed
Push, pull, reach, balance, stoop, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot in summer, odors, burns, electrical hazards, toxic conditions, chemistry lab conditions

Special Conditions
Precision/quality
High level of stress
Responsible for safety and education of chemistry students
Chairperson, Department of Physical Science/Associate Professor (Tenured)

Multihandicaps - Osteogenesis Imperfecta, Arrested ("Brittle Bones"), Short Stature, Uses Cane

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods
- Perform and teach scientific research

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing
- Teach college students to write lab reports

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information
- Read complex scientific publications

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Write federal grant proposals

**Computer Tasks**
- Enter data into computers
- Perform word processing

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work (e.g., lab work)
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (chemistry lab equipment and analytical instrumentation)
- Tend machine(s)
- Operate machine(s) (gas chromatograph, high performance liquid chromatograph, infrared spectrophotometer, uv-visible spectrophotometers)
- Set up machine(s)
- Use keyboard skills (word processing, microprocessor)
- Develop visual presentations

**Other Significant Duties or Job Features**
- Teach college chemistry lectures and labs
Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

Special Training
None

Job Accommodations
If possible, second semester classes taught by employee are scheduled after 8:00 a.m. to allow for snow removal by maintenance people.
Designated handicap parking spaces are snow plowed, and salt/sand applied before other areas.
College building accessible as mandated by law.
Step-up platform for lecture and lab work to accommodate proper height requirements provided and paid by employee.

Personal Strengths
High intelligence and knowledge of science
Outstanding ability to teach chemistry
Administrative/management skills
(All of the above include communication skills and political perspicacity)

Financial Incentives for Hiring
None

Other Job Replication Factors
This "job" was not created for this disabled professor. Positions in scientific research and college teaching are numerous. Many disabled persons hold these positions. The primary barrier to disabled persons' employment in scientific research and teaching is discrimination by counselors, professors, and potential employers. The problem is a societal and attitudinal one, not a physical one.
Checker and Sales

Learning Disability (Language Deficit) - Substance Abuse

D.O.T. #211.462-010

Company Information

Company Name
K-Mart
1545 Broadway
Idaho Falls, ID 83402

Description of Company
Sales - retail

Number of Employees
139 this site

For more information, contact
Martha Sherman - Project with Industry Coordinator
(208) 524-1550
or
Ruth Walker
Personnel Director of K-Mart
(208) 524-0770

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
Bondable
Dress code

Job Information

Wages
$3.70 per hour

Benefits
Paid vacation
Paid holidays
Pension
FICA
Worker's compensation
Unemployment compensation
(For part-time employees)

Work Schedule
Permanent status
5 days a week, 4 hours a day
1:00 p.m. to 5:00 p.m.

Work Setting
Retail store

Probationary Period
60 days

Employment History
4 months with company
4 months in this position

Narrative Description
Responsible for cash register operations, waiting on customers, stocking shelves, and filling in as needed.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, turn, see, finger dexterity, standing

Environmental Conditions
None

Special Conditions
High rate of production
Distracting conditions
High level of stress (deadlines, etc.)
Maintaining good customer relations

Work Group
Works alone

Standard Training Period
60 days

Standard Amount of Direct Supervision
Moderate
Checker and Sales

Learning Disability (Language Deficit) - Substance Abuse

**Significant Duties**

**Leadership/Administrative/Managerial**
Represent the company at internal functions

**Problem Solving/Reasoning Tasks**
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Evaluate for accuracy and completeness
Correct deficiencies

**Computer Tasks**
None

**Mathematical Tasks**
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+, -, x, /)
Calculate costs
Use numerical values from charts, diagrams, tables
Understanding of money-handling

**Writing Tasks**
Write legibly
Complete forms accurately

**Reading Tasks**
Identify work-related symbols/signs
Read simple directions

**Communication Tasks**
Lister
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly

**Manual Perceptual Tasks**
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment
Operate machine(s)
Use keyboard skills

**Other Significant Duties or Job Features**
Dealing effectively with customers

**Special Considerations for This Worker**

**Limitations**
Reading, writing, spelling, shyness

**Special Training**
Special cash register training at Development Workshop using cash register and simulated work examples.

**Job Accommodations**
Development Workshop provided placement and 60-day follow-up services.

**Personal Strengths**
Greets people
Works well with others
Dependable

**Financial Incentives for Hiring**
None

**Other Job Replication Factors**
Support from the company personnel department.
**Company Information**

Company Name  
Spokane Moulding Corporation  
P.O. Box 2904  
Spokane, WA 99220

Description of Company  
Manufacturer of wood moldings and wood parts.

Number of Employees  
40 total company  
40 this site

For more information, contact  
Mike Dobler  
Evergreen Club  
(509) 458-7458

**Job Information**

Wages  
$6.40 per hour

Benefits  
Paid vacation  
Paid holidays  
FICA  
Worker’s compensation  
Unemployment compensation  
Medical insurance  
Profit sharing

Work Schedule  
Regular status  
5 days a week, 8 hours a day  
9:00 a.m. to 5:00 p.m.

Work Setting  
Factory

Probationary Period  
90 days

Employment History  
2 years with company  
2 years in this position

Narrative Description  
Cleans factory and work sites; sweeps up sawdust and wood blocks; picks up and processes used steel strapping. Some janitorial work.

Physical Demands  
10% light work, 90% medium work

Physical Activities Performed  
Push, pull, reach, stoop, kneel, crouch, turn, see, depth perception, hear, finger dexterity

Environmental Conditions  
Hot, cold, dry, dust, dirt, noise, mechanical hazards, moving objects

Special Conditions  
None

Work Group  
Works alone

Standard Training Period  
1 day

Standard Amount of Direct Supervision  
Minimal
Clean-up

Mental Illness (Bipolar)

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Devise new ideas and better work methods

**Computer Tasks**
None

**Writing Tasks**
None

**Reading Tasks**
- Identify work-related symbols/signs

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

**Mathematical Tasks**
None

**Writing Tasks**
None

**Special Considerations for This Worker**

**Limitations**
Does not desire more stressful position

**Special Training**
Special training provided occasionally during the first 2 weeks by a Transitional Employment Program supervisor. Employee entered regular full-time employment with all available fringe benefits. Employee received wage increase upon completion of special training.

**Personal Strengths**
- Dependable
- Follows instructions
- Willing worker

**Financial Incentives for Hiring**
Hired without incentive; later took Targeted Jobs Tax Credit.

**Other Job Replication Factors**
Assistance from the "Transitional Employment Program" (or similar program) made this possible. Employer prefers to work with persons recovering from mental illness.

**Job Accommodations**
Position changed from 1 8-hour position to 2 4-hour positions (minimal cost).
Clerical Aide

Company Information

Company Name
Visiting Nurse Home Care Association of Lancaster County
1347 Fruitville Pike
Lancaster, PA 17601

Description of Company
A Medicare certified, community, non-profit home health agency. The multidisciplinary staff combines technically advanced professional skills with a family-oriented approach. Agency offers skilled nursing, physical therapy, occupational therapy, speech therapy, home health aide, homemaker, Master in Social Work and private duty nursing services.

Number of Employees
90 total company

For more information, contact
Edelyn L. Cirino, Fiscal Director
(717) 397-8251

Requirements of this Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.75 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
5 days a week, 5-6 hours a day
8:30 a.m. to 1:00 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
1 month with company
1 month in this position

Narrative Description
Alphabetizes patient files; provides assistance to the Manager of Medical Records in all aspects of maintaining complete and accurate clinical patient records; posts lab reports, therapy and nursing notes; and checks discharged clinical records.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone

Standard Training Period
16 hours

Standard Amount of Direct Supervision
None
Clerical Aide

Multiple Sclerosis

**Significant Duties**

**Leadership/Administrative/Managerial Tasks**
None

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Evaluate for accuracy and completeness
- Correct deficiencies

**Computer Tasks**
None

**Mathematical Tasks**
- Understand order (e.g., first, second, last)
- Use numerical values from charts, diagrams, tables

**Writing Tasks**
Write legibly

**Reading Tasks**
- Identify work-related symbols/signs (alphabet)

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations

**Manual Perceptual Tasks**
Hand work

**Other Significant Duties or Job Features**
- Know the alphabet

**Special Considerations for This Worker**

**Limitations**
- Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, circulatory problems

**Special Training**
None

**Job Accommodations**
- Placement service, support, and transportation provided by AHEDD, Inc.
- Flexible work hours implemented to accommodate transportation system.
- Co-workers bring folders to the employee to accommodate limitation in reaching and sitting (minimal time).
- Subsidized taxi program used to accommodate lack of driver's license and employee's motorized wheelchair.

**Personal Strengths**
- Organizational skills
- Neatness
- Accuracy

**Financial Incentives for Hiring**
None
## Clerk-Typist

**Company Information**

**Company Name**
Northern Regional Research Center, ARS, USDA
1815 North University Street
Peoria, IL 61604

**Description of Company**
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

**Number of Employees**
- 8,000 (ARS) total company
- 320 this site

**For more information, contact**
- L. H. Princen, Center Director
  - (309) 685-4011, Ext. 540

### Requirements of This Job

**Academic Credentials Required**
High school diploma

**Work Experience Required**
None

**Examinations Required**
None

**Other Job Requirements**
None

## Job Information

**Wages**
$960.00 per month

**Benefits**
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Life insurance

**Work Schedule**
- Permanent status
- 5 days a week, 8 hours a day
- 8:00 a.m. to 4:30 p.m.

**Work Setting**
Laboratory office

**Probationary Period**
1 year

**Employment History**
- 8 years with company
- 2-1/2 years in this position

**Narrative Description**
Follows specific detailed instructions and definite established procedures; organizes and collates biological data for computer entry; enters biological data into Center computer; edits data following computer entry and corrects errors; maintains accurate and complete records as directed of all data entry and editing; copies pertinent material as needed; when necessary, takes and records messages for employees.

**Physical Demands**
100% sedentary

**Physical Activities Performed**
- Sit, turn, see, hear

**Environmental Conditions**
None

**Special Conditions**
- Precision/quality

**Work Group**
- Works alone

**Standard Training Period**
Days

**Standard Amount of Direct Supervision**
Moderate
Clerk-Typist

Cerebral Palsy

**Significant Duties**

**Leadership/Administrative/Managerial**
- None

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Review progress periodically
- Evaluate, for accuracy and completeness
- Correct deficiencies

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Perform word processing

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Use numerical values from charts, diagrams, tables

**Writing Tasks**
- Copy accurately

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk

**Manual Perceptual Tasks**
- Operate machine(s) (computer - word processing machine)

**Special Considerations for This Worker**

**Limitations**
- Vision, handling, fingering, lifting, carrying, pushing, pulling, standing, walking

**Special Training**
- Supervisor provided special training on computer use. Employee entered permanent employment upon completion of the training.

**Job Accommodations**
- Evacuation plan in place for Emergency Brigade to accommodate employee's limited mobility.
- Orthopedic chair purchased by employer to accommodate employee's fatigue and pain caused by long periods of sitting ($250.00).

**Personal Strengths**
- Desire to work
- Intelligence
- Pleasant personality

**Financial Incentives for Hiring**
- None
Computer Programmer

Cerebral Palsy

D.O.T. #213.362-010

Company Information

Company Name
Cerebral Palsy Research Foundation
2021 North Old Manor
Wichita, KS 67208

Description of Company
Independent living complex for physically disabled people.

Number of Employees
75 total company
75 this site

For more information, contact
Judy Cotton
Director of Administration and Placement
(316) 688-1888

Job Information

Wages
$12.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
2.5 years with company
2.5 years in this position

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Narrative Description
Bank setting - interacts with consumers of the bank service; uses knowledge of computer programming and systems technology.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, color vision, depth perception, hear, sense of touch, finger 'exterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
Represent the company at internal functions

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions

Computer Tasks
Enter data into computers
Access data from computers
Perform word processing
Write programs
Perform systems analysis

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+, -, x, /)
Estimate quantities needed to do a job
Calculate costs
Construct diagrams, charts, records using numerical calculations
Use formulas (translating, substituting values)

Writing Tasks
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Operate machine(s)
Set up machine(s)
Use keyboard skills
Develop visual presentations
### Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactions with co-workers, standing, walking, speaking</td>
<td>Education</td>
</tr>
<tr>
<td></td>
<td>Determined</td>
</tr>
<tr>
<td></td>
<td>Self-sustaining</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Training</th>
<th>Financial Incentives for Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Industrial Evaluation Funds (2 weeks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Accommodations</th>
<th>Other Job Replication Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer with continuous paper roll provided to accommodate employee's mobility.</td>
<td>Education and ability to understand job requirements.</td>
</tr>
</tbody>
</table>
Conservation Worker

Company Information

Company Name
Ohio Department of Natural Resources
Division of Civilian Conservation
Fountain Square
Columbus, OH 43224

Description of Company
Provides employment and training to eligible persons in conservation and natural resources.

Number of Employees
350 total company
25 this site

For more information, contact
Mick Miacchion, Camp Manager
(614) 294-2579

Wages
$3.35 per hour

Benefits
Paid vacation
Paid holidays
Worker's compensation

Work Schedule
Temporary status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Parks and public lands

Probationary Period
1 year

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 16-23
Uniform

Narrative Description
Cuts down trees; repairs and paints picnic tables; uses chain saw, weed eater, lawn mower, garden tools and snow shovel; splits wood; cleans streams; and performs small construction projects.

Physical Demands
10% sedentary, 20% light work, 60% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, odors, noise, mechanical hazards, moving objects, high places, works in all kinds of weather

Special Conditions
None

Work Group
Small group

Standard Training Period
12 months

Standard Amount of Direct Supervision
Moderate
Conservation Worker

Mental Retardation - Mild

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

Computer Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (shovel, wedge and sledge hammer, hammer)
- Operate job-related power tool(s) (chain saw, lawn mower, weed eater, riding mower)

Mathematical Tasks
- Understand order (e.g., first, second, last)

Reading Tasks
None

Writing Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (shovel, wedge and sledge hammer, hammer)
- Operate job-related power tool(s) (chain saw, lawn mower, weed eater, riding mower)

Special Considerations for This Worker

Limitations
- Interactions with coworkers, low self-esteem, reading, writing, spelling, mathematics, afraid of the water, needs some supervision, following spoken directions

Personal Strengths
- Motivated to work
- Gets along with others
- Perfect attendance

Financial Incentives for Hiring
None

Special Training
None

Job Accommodations
- Placement, initial training, and followup services to the employer and employee provided by county agency.
### Company Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Packaging company (information not provided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Company</td>
<td>Manufactures and ships packing and electronic equipment.</td>
</tr>
<tr>
<td>Number of Employees</td>
<td>Approximately 45 total company</td>
</tr>
</tbody>
</table>

For more information, contact
David Hoshiwara, Project Director
(415) 886-8765

### Job Information

<table>
<thead>
<tr>
<th>Wages</th>
<th>$5.00 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
<td>Paid vacation, Paid holidays, Paid sick days, FICA, Worker's compensation, Unemployment compensation, Medical insurance, Dental insurance</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Permanent status: 5 days a week, 8 hours a day, 7:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>Work Setting</td>
<td>Factory</td>
</tr>
<tr>
<td>Probationary Period</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Employment History</td>
<td>2 months with company, 2 months in this position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Narrative Description</th>
<th>Constructs packing boxes; places items within boxes; and seals and prepares boxes for shipping.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Demands</td>
<td>25% sedentary, 25% light work, 50% medium work</td>
</tr>
<tr>
<td>Physical Activities Performed</td>
<td>Push, pull, reach, climb, balance, stoop, kneel, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity</td>
</tr>
<tr>
<td>Environmental Conditions</td>
<td>Hot, dry, dust, dirt, odors, noise, vibration, mechanical hazards, moving objects, high places</td>
</tr>
<tr>
<td>Special Conditions</td>
<td>High rate of production</td>
</tr>
<tr>
<td>Work Group</td>
<td>Works alone, one-to-one, and in small group</td>
</tr>
<tr>
<td>Standard Training Period</td>
<td>2 months</td>
</tr>
<tr>
<td>Standard Amount of Direct Supervision</td>
<td>Minimal to moderate</td>
</tr>
</tbody>
</table>
### Significant Duties

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving/Reasoning Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Recognize and use appropriate procedures</td>
<td></td>
</tr>
<tr>
<td>Conduct work activities in appropriate sequence</td>
<td></td>
</tr>
<tr>
<td>Obtain resources needed to carry out work</td>
<td></td>
</tr>
<tr>
<td>Recognize the effects of changing quantity or quality of materials</td>
<td></td>
</tr>
<tr>
<td>Computer Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Mathematical Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Count</td>
<td></td>
</tr>
<tr>
<td>Understand order (e.g., first, second, last)</td>
<td></td>
</tr>
<tr>
<td>Handle basic calculations (+,-,x,/)</td>
<td></td>
</tr>
<tr>
<td>Writing Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Reading Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Identify work-related symbols/signs</td>
<td></td>
</tr>
<tr>
<td>Read simple directions</td>
<td></td>
</tr>
<tr>
<td>Communication Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Listen</td>
<td></td>
</tr>
<tr>
<td>Follow intent of oral directions</td>
<td></td>
</tr>
<tr>
<td>Talk</td>
<td></td>
</tr>
<tr>
<td>Manual Perceptual Tasks</td>
<td>None</td>
</tr>
<tr>
<td>Eye-hand coordination</td>
<td></td>
</tr>
<tr>
<td>Hand work</td>
<td></td>
</tr>
<tr>
<td>Construct, fabricate or assemble materials</td>
<td></td>
</tr>
<tr>
<td>Use job-specific hand tools and equipment (hammers, staplers, taping)</td>
<td></td>
</tr>
<tr>
<td>Operate job-related power tool(s)</td>
<td></td>
</tr>
<tr>
<td>(staplers)</td>
<td></td>
</tr>
</tbody>
</table>

### Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Interactions with coworkers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Training</td>
<td>None</td>
</tr>
<tr>
<td>Job Accommodations</td>
<td>Work adjustment training, placement, and 60 day followup provided by Eden Express agency.</td>
</tr>
<tr>
<td>Personal Strengths</td>
<td>Consistent, Punctual, Dependable</td>
</tr>
<tr>
<td>Financial Incentives for Hiring</td>
<td>None</td>
</tr>
</tbody>
</table>
Custodial Supervisor I

Company Information

Company Name
Louisiana State University Medical Center
1901 Perdido
New Orleans, LA 70112

Description of Company
Institution of higher learning

Number of Employees
150 total company
32 this site

For more information, contact
Leroy Moon, Jr., Executive Assistant
(504) 568-4378

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
Physical

Other Job Requirements
None

Wages
$4.29 per hour

Benefits
Paid vacation
Paid sick days
FICA
Worker's compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:00 a.m. to 2:30 p.m.

Work Setting
Medical education building

Probationary Period
6 months

Employment History
1 year, 4 months with company
1 month in this position

Job Information

Narrative Description
Responsible for the supervision of 12 custodial workers II. Issues job assignments; and inspects assigned work areas.

Physical Demands
75% sedentary, 15% light work, 10% medium work

Physical Activities Performed
Push, pull, reach, stoop, crouch, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
1 month plus seminars

Standard Amount of Direct Supervision
Minimal
Custodial Supervisor I

Back Disability

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Review progress periodically
- Correct deficiencies
- Devise new ideas and better work methods

**Writing Tasks**
- Copy accurately
- Write legibly
- Write sentences in standard English

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions

**Communication Tasks**
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Manual Perceptual Tasks**
- Eye-hand coordination
- Use job-specific hand tools and equipment (maintenance/custodial type tools & equipment)
- Operate machine(s) (floor care, other custodial type machines)

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Use formulas (translating, substituting values)

**Computer Tasks**
- None

**Personal Strengths**
- Attendance
- Attitude
- Work performance

**Financial Incentives for Hiring**
- None

**Other Job Replication Factors**
- Give them a chance.
Custodian

Company Information

Company Name
U.S. Postal Service
4 Lincoln Street
Sitka, AK 99835-9998

Description of Company
U.S. Postal Service - move information between two points.

Number of Employees
750,000 total company
22 this site

For more information, contact
Richard E. Rogers, Postmaster
(907) 747-3381

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Custodial preferred

Examinations Required
Physical, vision

Other Job Requirements
Age 18 minimum
Driver's license
Dress code
Civil Service exam (waived)

Job Information

Wages
$6.25 per hour (while on probation)

Benefits
None (while on probation)

Work Schedule
Permanent status
5 days a week, 8 hours a day
2:00 p.m. to 10:30 p.m.

Work Setting
Post office (small)

Probationary Period
Up to one year

Employment History
3 months with company
3 months in this position

Narrative Description
Performs manual custodial duties of building.

Physical Demands
60% sedentary, 30% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, stoop, kneel, turn, see, finger dexterity

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, odors, noise, inadequate lighting, moving objects, high places

Special Conditions
Distracting conditions

Work Group
Works alone

Standard Training Period
Up to 12 months

Standard Amount of Direct Supervision
Minimal
## Significant Duties

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness

**Writing Tasks**
None

**Reading Tasks**
- Read simple directions

**Communication Tasks**
- Listen
  - Follow intent of oral directions

**Manual Perceptual Tasks**
- Eye-hand coordination
- Use job-specific hand tools and equipment
- Operate job-related power tool(s)

**Computer Tasks**
None

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)

## Special Considerations for This Worker

**Limitations**
Cannot work alone, remembering, following spoken directions, vision, lifting, carrying, pushing, pulling, standing, walking, chronic pain

**Personal Strengths**
- Works alone without supervision
- Follows safety and job instructions after training
- Good attendance

**Special Training**
None

**Financial Incentives for Hiring**
None

**Job Accommodations**
None

**Other Job Replication Factors**
Request the standard position, occupational code 350203 from Personnel Handbook P-1 (custodian laborer).
Data Entry Clerk

D.O.T. #213.362-010

Company Information

Company Name
Quality Information Processing (QUIP)
66 Fulton Street
White Plains, NY 10606

Description of Company:
Microcomputer training company providing word processing and other services on a contractual basis. Contract work performed on and off site by employees who are recovering mentally ill individuals. Small temporary employment agency.

Number of Employees
13 total company
13 this site

For more information, contact
Anna Danoy, Program Director
(914) 686-0550

Wages
$3.35 per hour

Benefits
None

Work Schedule
Temporary status
5 days a week, 6 hours a day
10:00 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 weeks, during initial training period

Employment History
9 months with company
9 months in this position

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 18 minimum

Narrative Description
Performs contract work. Tasks include data entry on IBM PC or XT, editing, printing, proofreading and collating materials for mailings.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Reach, sit, turn, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone and in small group

Standard Training Period
5 hours, 5 days, 3 months

Standard Amount of Direct Supervision
Moderate
Data Entry Clerk

Mental Illness (Recovering)

Significant Duties

Leadership/Administrative/Managerial
Represent the company at internal functions

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Evaluate for accuracy and completeness
Correct deficiencies

Computer Tasks
Enter data into computers
Access data from computers
Perform word processing

Mathematical Tasks
Understand order (e.g., first, second, last)
Handle basic calculations (+,-,x,/) 

Writing Tasks
Copy accurately
Write legibly
Write sentences in standard English
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said

Manual Perceptual Tasks
Hand work
Use job-specific hand tools and equipment (copier, computer, postage meter)
Operate machine(s) (IBM PC & XT)
Use keyboard skills

Special Considerations for This Worker

Limitations
Low frustration tolerance, potential for resurfacing of psychiatric symptoms.

Special Training
Supervisor provided 3 month training period on IBM PC and XT computers. Employee obtains temporary employment at QUIP upon completion of the training.

Job Accommodations
On-going, job-related counseling to maintain motivation to complete training and sustain temporary employment.

Personal Strengths
Determination to complete training and contract work at QUIP and enter into competitive employment.
Business-like attitude and dress.
Works alone with minimal supervision.

Financial Incentives for Hiring
None

Other Job Replication Factors
Provisions for clear directions and supervision; tolerance for potential longer learning of new assignments.
Company Information

Company Name
- Oak Ridge National Laboratory
- Martin Marietta Energy Systems
- P.O. Box X
- Oak Ridge, TN 37830

Description of Company
Research and development multi-program institution whose principal goal is the development of technology for efficient production and use of energy.

Number of Employees
- Approximately 16,000 total company
- Approximately 5,000 this site

For more information, contact
Jane Agers
Affirmative Action Coordinator
(615) 626-2432

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Two years of keypunching preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
- Permanent status
- 5 days a week, 8 hours a day
- 8:15 a.m. to 4:45 p.m.

Work Setting
- Office

Probationary Period
- None

Employment History
- 23 years with company

Narrative Description
Transcribes data or information from a variety of source documents into computable readable form using card punches and on-line terminals.

Physical Demands
- 90% sedentary, 10% light work

Physical Activities Performed
- Stoop, sit, see, depth perception, finger dexterity

Environmental Conditions
- Noise

Special Conditions
- Distracting conditions

Work Group
- Works alone and in small group

Standard Training Period
- 6 months

Standard Amount of Direct Supervision
- Moderate
Data Entry Clerk II

Deafness

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

**Computer Tasks**
Enter data into computers
Access data from computers

**Mathematical Tasks**
None

**Writing Tasks**
Copy accurately

**Reading Tasks**
Identify work-related symbols/signs
Read simple directions
Read technical information

**Communication Tasks**
Use of sign language and notes

**Manual Perceptual Tasks**
Operate machine(s)
Use keyboard skills

**Special Considerations for This Worker**

**Limitations**
Cannot work alone, hearing, speaking, following spoken directions

**Special Training**
None

**Job Accommodations**
Training for supervisor and some coworkers in sign language provided by employer. Interpreter attends safety meetings, etc.
System of lights as emergency signals installed by employer ($500).

**Personal Strengths**
Eye-hand coordination (manual dexterity)
Follows instructions
Maintains work on repetitive, monotonous tasks

**Financial Incentives for Hiring**
None

**Other Job Replication Factors**
Coworkers with the deaf person need sign language training.
Dietary Assistant

Company Name
Orlando Regional Medical Center
1414 South Kuhl Street
Orlando, FL 32806

Description of Company
Hospital

Number of Employees
3,400 total company
3,200 this site

For more information, contact
Karen D'Aurora, Recruiter
(305) 841-5186

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
Appropriate experience for job preferred

Examinations Required
Physical, hearing, vision

Other Job Requirements
Age 18-70, dress code

Job Information

Wages
$4.10 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:00 a.m. to 2:30 p.m.

Work Setting
Hospital

Probationary Period
90 days

Employment History
1.5 years with company
1.5 years in this position

Narrative Description
Maintains cleanliness of floors; keeps trays, utensils, supplies stocked; supplies food services with large pots of food; and washes pots.

Physical Demands
50% light work, 50% medium work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, humid, wet, noise

Special Conditions
None

Work Group
Small group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Moderate
Dietary Assistant

Mental Retardation

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
Conduct work activities in appropriate sequence

**Computer Tasks**
None

**Mathematical Tasks**
None

**Writing Tasks**
None

**Reading Tasks**
Identify work-related symbols/signs

**Communication Tasks**
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

**Manual Perceptual Tasks**
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (maintenance tools and equipment)

**Special Considerations for This Worker**

**Limitations**
Reading, writing, spelling, mathematics (related to the disability)

**Special Training**
None

**Job Accommodations**
Job placement and followup services provided by Goodwill, Inc.

**Personal Strengths**
Positive attitude
Determination

**Financial Incentives for Hiring**
None

**Other Job Replication Factors**
It is important the immediate supervisor understand the disability and demonstrate that understanding.
Director of Development

D.O.T. #165.117-014

Company Information

Company Name
The Whole Person, Inc.
6301 Rockhill Road, Suite 305-E
Kansas City, MO 64131

Description of Company
Center for independent living providing services and advocacy for adults with severe physical disabilities.

Number of Employees
13 total company
13 this site

For more information, contact
Tracy L. Harris
Director of Development
(816) 361-0304 TDD

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Administrative (3 years)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$1,666 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance
Tax Sheltered Annuities

Work Schedule
Permanent status
5 days a week, 8-10 hours a day
8:30 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
9 months with company
3 months in this position

Narrative Description
Responsible for all fund-raising, marketing, public relations and general development of agency programs and services; supervises volunteer coordinator and volunteer activities.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, see, finger dexterity
(Most functional requirements can be modified by use of equipment aids, etc.)

Environmental Conditions
None

Special Conditions
High rate of production
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal
Director of Development

Deafness

Significant Abilities

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Develop visual presentations

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Computer Tasks
- None
Special Considerations for This Worker

Limitations
Hearing, allergies

Special Training
None

Job Accommodations
A half-time (.50 Full Time Equivalent) interpreter to assist with phone calls and meetings is provided by the employer ($6,000/year).
TDD (Telecommunications Device for the Deaf) and signal light system installed by employer ($200).

Personal Strengths
Organized and efficient
Self-motivated
Hard worker

Financial Incentives for Hiring
None

Other Job Replication Factors
Give them a chance.
Director of Division of Rehabilitation Education

Paraplegia - T1-2

D.O.T. #090.167-018

Company Information

Company Name
University of Illinois
1207 South Oak Street
Champaign, IL 61820

Description of Company
Land grant university awarding B.S., M.S., and Ph.D. programs in all areas.

Number of Employees
10,000 plus total company
30 this site

For more information, contact
Joseph R. Larsen, Director
(217) 333-4600

Requirements of This Job

Academic Credentials Required
Bachelor's degree, master's degree, Doctorate

Work Experience Required
Experience in higher education

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office and laboratory

Probationary Period
None

Employment History
24 years with company
1.5 years in this position

Narrative Description
Responsible for administration and management of rehabilitation center, Beckwith Living Center, and all services and facilities to meet the needs of disabled students on the Illinois campus.

Physical Demands
100% sedentary

Physical Activities Performed
ish, pull, reach, balance, sit, see, depth perception, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
Lifetime

Standard Amount of Direct Supervision
Minimal
Director of Division of Rehabilitation Education

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Computer Tasks**
- None

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Manual Perceptual Tasks**
- Eye-hand coordination
- Use keyboard skills
- Develop visual presentations
Special Considerations for This Worker

Limitations
Low frustration tolerance, acceptance of supervision, interactions with co-workers, standing, walking, kneeling, squatting.

Special Training
None

Job Accommodations
As a biologist, my laboratory was designed to meet my needs in a wheelchair. Bench tops were raised, facilities were made available to utilize the electron microscope and modifications of the chemistry bench were made to access the wheelchair. In my present role as Director of Rehabilitation, the rehabilitation center was completely accessible and no modifications were made.

All buildings on the University of Illinois campus are accessible. Complete transportation system on the University of Illinois campus for the disabled is available.

Personal Strengths
Administrative skills, including manage personnel and develop and implement new programs.

Budgetary and fiscal responsibility.

Works with interdisciplinary units of the University.

Financial Incentives for Hiring
None
Director (Office of Disabled Student Services)

Company Information

**Company Name**
University of Wisconsin - Madison
905 University Avenue
Madison, WI 53715

**Description of Company**
Public 4-year post-secondary institution

**Number of Employees**
7,000+ total company
4 this site

For more information, contact
Nancy Smith, Director
McBurney Resource Center
(608) 263-2741

Requirements of This Job

**Academic Credentials Required**
Master's degree

**Work Experience Required**
Relevant experience - some with persons with disabilities required.

**Examinations Required**
None

Other Job Requirements
None

<table>
<thead>
<tr>
<th>Job Information</th>
<th>Requirements of This Job</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td>Approximately $2,300 per month</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>Paid vacation</td>
</tr>
<tr>
<td></td>
<td>Paid holidays</td>
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<tr>
<td></td>
<td>Paid sick days</td>
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<tr>
<td></td>
<td>Pension</td>
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<td></td>
<td>FICA</td>
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<tr>
<td></td>
<td>Worker's compensation</td>
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<tr>
<td></td>
<td>Unemployment compensation</td>
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<tr>
<td></td>
<td>Medical insurance</td>
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<tr>
<td></td>
<td>Life insurance</td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
<td>Permanent status</td>
</tr>
<tr>
<td></td>
<td>5 days a week, 8+ hours a day</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Probationary Period</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Employment History</strong></td>
<td>5 years with company</td>
</tr>
<tr>
<td></td>
<td>5 years in this position</td>
</tr>
</tbody>
</table>

Narrative Description
Coordinates, plans and implements a wide variety of support services for students with physical, learning and other disabilities on a large university campus. Responsible for departmental personnel, budget, and programming.

**Physical Demands**
80% sedentary, 20% light work

**Physical Activities Performed**
Stoop, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

**Environmental Conditions**
None

**Special Condition**
None

**Work Group**
Small group

**Standard Training Period**
None

**Standard Amount of Direct Supervision**
None
**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Prepare budgets

**Computer Tasks**
- Perform word processing

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s) (typewriter, computer)
- Use keyboard skills
### Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing, walking, kneeling, squatting, limited stamina</td>
<td>Good interpersonal skills</td>
</tr>
<tr>
<td>Special Training</td>
<td>Flexible, able to carry out various tasks/responsibilities simultaneously and modify when necessary</td>
</tr>
<tr>
<td>Job Accommodations</td>
<td>Meet deadlines and prioritize</td>
</tr>
<tr>
<td>University campus and McBurney Resource Center made accessible to meet federal guidelines.</td>
<td>Financial Incentives for Hiring</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
Dog Groomer

Company Information

Company Name
Pilot Dogs, Inc.
550 Stimmel
Columbus, OH 43223

Description of Company
Kennel and training facility of "seeing-eye" dogs.

Number of Employees
5 this site

For more information, contact
Susan Shiets
Placement Representative
(614) 475-6440 ext. 259

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Ability to work independently preferred.

Examinations Required
Must be able to lift 50 pounds.

Other Job Requirements
Age 18 minimum
Must wear high rubber boots

Job Information

Wages
$4.10 per hour

Benefits
Paid holidays
Worker's compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 6 hours a day
8:00 a.m. to 2:00 p.m.

Work Setting
Kennel

Probationary Period
None

Employment History
4 years, 8 months with company
4 years, 8 months in this position

Narrative Description
Cleans approximately 100 cages daily with water hose; daily feeds and waters all dogs. Bathes and grooms dogs ready for adoption; loads dogs in van to transport to various training sites 3 times daily.

Physical Demands
25% light work, 75% medium work

Physical Activities Performed
Push, pull, reach, balance, stoop, turn, see, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, dry, wet, dirt, odors, noise, cramped quarters, "big" dogs

Special Conditions
Distracting conditions
Handle large dogs

Work Group
Works alone, one-to-one

Standard Training Period
20 hours

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
Implement company policies

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Evaluate for accuracy and completeness
Correct deficiencies
Devise new ideas and better work methods

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Estimate quantities needed to do a job
Make and use measurements

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Report accurately what others have said
Give clear oral instructions and directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (grooming tools, maintenance)

Special Considerations for This Worker

Limitations
Academic limitations related to disability

Special Training
A job coach provided initial introduction to the job.

Personal Strengths
Follows instructions well
Works independently
Great with animals

Financial Incentives for Hiring
Targeted Jobs Tax Credit

Job Accommodations
Job development, placement, followup (minimum 4 years) and on site training provided by community agency as needed to the employer and employee (no cost).

All other needs of employee handled by community agency program manager (no cost).
Electronics Assembler

Company Information

Company Name
QMS, Inc.
P.O. Box 81250
Mobile, AL 36689

Description of Company
Design, manufacture, sell, and support printers and graphics systems.

Number of Employees
685 total company
599 this site

For more information, contact
Glenn Rowe, Goodwill Industries
(205) 471-1581

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Previous experience/training in electronics assembly preferred.

Examinations Required
None

Other Job Requirements
Age 18 minimum

Job Information

Wages
$4.59 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Employee Stock Options Program
(Employee Stock Options Program (ESOP)
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
8 months with company
8 months in this position

Narrative Description
Assembles electronic components and parts.

Physical Demands
70% sedentary, 30% light work

Physical Activities Performed
Reach, stoop, kneel, sit, turn, hear;
major importance: see, color vision,
deep perception, fine dexterity

Environmental Conditions
Odors, noise, mechanical hazards,
burns, electrical hazards

Special Conditions
High rate of production
Precision/quality
High level of stress (deadlines,
etc.)

Work Group
Works alone and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Evaluate for accuracy and completeness

Writing Tasks
Write legibly
Complete forms accurately

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+, -, x, /)
Estimate quantities needed to do a job
Use numerical values from charts, diagrams, tables
Make and use measurements

Electronic Assembler
Deafness - Congenital
**Special Considerations for This Worker**

**Limitations**
Needs a hearing person nearby to assist in emergency drills, special situations, etc., hearing, speaking, following spoken directions

**Special Training**
Goodwill's Projects With Indus department teamed up with five area electronics firms to design, develop, and implement a 240 clock-hour pre-employment training program in Electronics Assembly (approximate cost $800 - Job Training Partnership Act). An interpreter was provided by the State Vocational Rehabilitation for the duration of training. Both the instructor and F.I Director learned sufficient sign language to be able to establish rudimentary communications with the client during times when the interpreter was not present.

The 240 clock-hour training program was followed by four weeks of on-the-job training paid by QMS, Inc., the largest of the five companies (approximate cost $600). The employee was paired up with an experienced employee who had previously assisted a deaf worker. As the employee progressed and obtained permanent employment, the Department Manager, Line Supervisor, and "buddy" all began learning sign language.

A certificate was given to the employee recognizing the completion of the special training.

**Job Accommodations**
The Department Manager, Line Supervisor, and "buddy" learned sign language and works with employee weekly to improve their communication skills.

Supplies for written notes are at work station for use by co-workers to communicate with employee ($20).

**Personal Strengths**
Desire and motivation to obtain/maintain employment
Excellent adjustment to disability
Job-specific pre-employment training

**Financial Incentives for Hiring**
Targeted Jobs Tax Credit
### Company Information

**Company Name**
City of Olathe  
100 West Santa Fe  
Olathe, KS 66061

**Description of Company**
Municipality

**Number of Employees**
400+ total company

**For more information, contact**
Suzan Perkey  
Special Services Office  
(913) 782-2600

### Job Information

**Wages**
$8.34 per hour

**Benefits**
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance

**Work Schedule**
**Permanent status**
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

**Work Setting**
City streets

**Probationary Period**
6 months

**Employment History**
5.5 years with company  
.5 years in this position

### Narrative Description
Operates light equipment, drives truck, and does some team supervision.

### Requirements of This Job

**Academic Credentials Required**
None

**Work Experience Required**
Any street work preferred (1 year)

**Examinations Required**
Physical

**Other Job Requirements**
- Age 18 minimum
- Driver's license
- Uniform
- On call (winter)
- Chauffeur's license

**Physical Demands**
25% light work, 50% medium work, 25% heavy work

**Physical Activities Performed**
- Push, pull, reach, climb, stoop, kneel, crouch, sit, turn, see

**Environmental Conditions**
- Hot, cold, humid, dry, wet, dust, dirt, noise, vibration, moving objects, burns

**Special Conditions**
- Precision/quality
- Distracting conditions
- High level of stress (deadlines, etc.)

**Work Group**
Small group

**Standard Training Period**
6 months

**Standard Amount of Direct Supervision**
Minimal
Equipment Operator (Street)

Deafness

Significant Duties

Leadership/Administrative/Managerial
Supervise personnel

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Devise new ideas and better work methods

Writing Tasks
Write sentences in standard English

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Estimate quantities needed to do a job

Reading Tasks
Identify work-related symbols/sigs.
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Stay on the topic in job-related conversations

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Tend machine(s)
Operate machine(s)
Set up machine(s)
Operate job-related power tool(s)
Develop visual presentations

Special Considerations for This Worker

Limitations
Hearing, speaking

Special Training
None

Job Accommodations
None

Personal Strengths
Teamwork
Initiative
Communication skills

Financial Incentives for Hiring
None
General Clerk

D.O.T. #209.562-010

Company Information

Company Name
Greenville Products Company
635 West Charles Street
Greenville, MI 48838

Description of Company
Manufacturer of refrigerators

Number of Employees
3,390 total company
90 this site

For more information, contact
Izetta Avery
Salaried Personnel Manager
(616) 754-7131

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
General office/clerical preferred (minimum 2 months).

Examinations Required
Physical

Other Job Requirements
Age 18 minimum
Union membership

Job Information

Wages
$1,610.58 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
60 days

Employment History
9 years, 4 months with company
1 year in this position

Narrative Description
Performs routine duties involved in sorting, separating, matching, logging, recording, filing or retrieving a variety of documents and paperwork; and other clerical duties as assigned.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
5 days

Standard Amount of Direct Supervision
Minimal
### General Clerk

#### Significant Duties

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>None</th>
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<tbody>
<tr>
<td>Problem Solving/Reasoning Tasks</td>
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<td>Recognize and use appropriate</td>
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<td>Conduct work activities in</td>
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<td>work</td>
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<td>Computer Tasks</td>
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<td>Mathematical Tasks</td>
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<td>Writing Tasks</td>
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<td>Write legibly</td>
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<td>Complete forms accurately</td>
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<td>Write sentences in standard English</td>
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<td>Identify and correct errors in</td>
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<td>writing</td>
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<td>Reading Tasks</td>
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<td>Identify work-related symbols/signs</td>
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<td>Read simple directions</td>
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<td>Communication Tasks</td>
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<td>Listen</td>
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<td>Speak clearly</td>
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<td>Use appropriate vocabulary and</td>
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<td>grammar</td>
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<td>Stay on the topic in job-related</td>
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<td>conversations</td>
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<td>Report accurately what others have</td>
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<td>Give clear oral instructions and</td>
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<td>directions</td>
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<td>Explain activities and ideas clearly</td>
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<tr>
<td>Manual Perceptual Tasks</td>
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<td>Eye-hand coordination</td>
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<td>Hand work</td>
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<td>Use job-specific hand tools and</td>
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<td>equipment</td>
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<td>Tend machine(s)</td>
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<td>Operate machine(s)</td>
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<tr>
<td>Set up machine(s)</td>
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<tr>
<td>Use keyboard skills</td>
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</tbody>
</table>

#### Special Considerations for This Worker

| Limitations                          |      |
| Lifting, carrying, pushing, pulling, |      |
| standing, walking, kneeling, squatting, |      |
| limited stamina, circulatory problems |      |
| Special Training                     | None |
| Job Accommodations                   | None |
| Personal Strengths                   |      |
| Normal courtesy and tact             |      |
| Adapts to clerical routines          |      |
| Works alone on routine work          |      |
| Financial Incentives for Hiring      | None |
|                                      |      |
Company Information

Company Name
Contact Central Iowa Residential Services
Box 1356
Marshalltown, IA 50153

Description of Company
Cemetery

Number of Employees
40 total company
2 this site

For more information, contact
Dan Enpesser
Community Resources
(515) 752-5762

Job Information

Wages
$3.35 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICRS:
Worker's compensation
Unemployment compensation

Work Schedule
Seasonal status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Cemetery

Probationary Period
5 weeks

Employment History
5 weeks with company
5 weeks in this position

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Narrative Description
Mows lawn, trims weeds, and performs indoor maintenance.

Physical Demands
40% light work, 60% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, sit, turn, see, depth perception, hear, finger dexterity

Environmental Conditions
Hot, humid, dust, noise, mechanical hazards, moving objects

Special Conditions
None

Work Group
Small group

Standard Training Period
7 days

Standard Amount of Direct Supervision
Moderate
Groundskeeper

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information

Writing Tasks
None

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Computer Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Computer Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Mathematical Tasks
None

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information

Writing Tasks
None

Reading Tasks
None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Computer Tasks
None

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Mathematical Tasks
None

Special Considerations for This Worker

Limitations
- Reading, writing, spelling, mathematics, cannot work alone, epilepsy

Personal Strengths
- Works well with co-workers
- Cooperative
- Attendance and on-time to work

Special Training
- Supervisor provided daily on-the-job training. Employee entered permanent employment at completion of special training.

Financial Incentives for Hiring
- Job Training Partnership Act - On-the-Job Training wage subsidy

Job Accommodations
- Job placement by community agency.
Company Information

Company Name
Winston-Salem Goodwill Industries Rehabilitation Center, Inc.
2701 North Cherry Street
Winston-Salem, NC 27115-4194

Description of Company
Rehabilitation agency including workshop/retail sales

Number of Employees
142 total company
108 this site

For more information, contact
Mark E. Garber, Personnel Manager
(919) 724-3621

Requirements of This Job

Academic Credentials Required
GED

Work Experience Required
Preferred

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$3.70 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Life insurance

Work Schedule
Permanent status
5 days a week, 7.5 hours a day
8:15 a.m. to 4:15 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
1 year, 4 months with company
11 months in this position

Narrative Description
Trains clients and employees in independent nonmechanical sorting; quality control; manifest shipping and receiving; and team work with other leaders and supervisors.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, sit, turn, see, color vision, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Determination skills

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
Provide leadership
Supervise personnel
Represent the company at internal functions

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Recognize the effects of changing quantity or quality of materials
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English

Reading Tasks
Read simple directions
Read forms

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) Estimate quantities needed to do a job

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling

Special Training
The department manager provided special training daily for 3 months in job responsibilities and leadership skills.

Job Accommodations
The training period was monitored by the manager and case worker.

Personal Strengths
Determined
Understanding of responsibilities
Works with others

Financial Incentives for Hiring
None

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Company Information

Company Name
Saga/Marriott Corporation
2424 Swedesford Road
Malvern, PA 19355

Description of Company
Food service.
Full service hotel training center.

Number of Employees
60,000 total company
105 this site

For more information, contact
Mitchell S. Seltzer, Director
(215) 647-8200

Job Information

Wages
$4.00 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Meals and uniforms

Work Schedule
Permanent status
5 days a week, 7-8 hours a day
8:00 a.m. to 3-4:00 p.m.

Work Setting
Hotel

Probationary Period
90 days

Employment History
4 months with company
4 months in this position

Narrative Description
Hotel housekeeping including cleans and sets up rooms and changes sheets and towels. Repairs damages.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone

Standard Training Period
40 hours or 5 days

Standard Amount of Direct Supervision
Moderate

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
On call
Housekeeper

Slow Learner and Speech

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Evaluate for accuracy and completeness

**Computer Tasks**
None

**Mathematical Tasks**
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job

**Writing Tasks**
- Copy accurately
- Write legibly

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment

**Special Considerations for This Worker**

**Limitations**
Requires reminders to stay on task, speaking

**Special Training**
Employer/supervisor provided extra supervision and coaching during the special training period. The employee entered permanent employment upon completion of the special training.

**Job Accommodations**
Job placement and followup provided by HandiCrafters agency.

**Personal Strengths**
- Honest
- Good attendance
- Cooperative

**Financial Incentives for Hiring**
- Job Training Partnership Act On-the-Job Training wage subsidy

**Other Job Replication Factors**
Keep employee in mind for promotion to other jobs. Persons with handicaps are safety conscious employees. Don't make employees with handicaps "stand out" as "special" employees or trainees. Disabled employees reduce the turnover in these types of jobs.
Company Information

Company Name
Thresholds Rehabilitation, Inc.
2944 North Broadway
Chicago, IL 60657

Description of Company
Community based rehabilitation agency.

Number of Employees
140 total company
15 this site

For more information, contact
Jeffrey Wyse, Field Supervisor
(312) 472-4581

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Must participate in Janitorial Skills Training Program prior to employment.

Examinations Required
None

Other Job Requirements
Age 18 minimum
Dress code

Job Information

Wages
$6.00 per hour

Benefits
Paid holidays
FICA
Worker's compensation

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office building

Probationary Period
None

Employment History
2 years with company
6 months in this position

Narrative Description
Janitorial cleaning in office buildings, stocking of shelves in commissary, and assembly.

Physical Demands
10% sedentary, 65% light work, 15% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, see, hear, finger dexterity

Environmental Conditions
Dust, dirt, odors, noise

Special Conditions
None

Work Group
Works alone, one-to-one

Standard Training Period
2-1/2 months

Standard Amount of Direct Supervision
Minimal
Janitor

Mental Illness

**Significant Duties**

**Leadership/Administrative/Managerial**
 None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

**Writing Tasks**
 None

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk

**Computer Tasks**
 None

**Mathematical Tasks**
 None

**Manual Perceptual Tasks**
- Eye-hand coordination
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (maintenance and janitorial tools)
- Operate machine(s) (floor scrubber and waxer, vacuum cleaner)
- Operate job-related power tool(s)

**Special Considerations for This Worker**

**Limitations**
- Low frustration tolerance, writing, spelling, mathematics

**Special Training**
 None

**Job Accommodations**
- Job coach supervises employee 2 hours per week to accommodate unstructured work day.
- Case worker provides 1 hour per week contact with employee to accommodate disability.

**Personal Strengths**
- Works for long periods without supervision
- Knowledge of janitorial jobs
- Interacts with people in a high visibility job

**Financial Incentives for Hiring**
 None
Laborer

Learning Disability

D.O.T. #929.687-030

Company Information

Company Name
Barton's Builders Mart
3555 W. 3500 South
West Valley City, UT 84119

Description of Company
Lumber yard, hardware supplies, homebuilders store.

Number of Employees
10 total company
10 this site

For more information, contact
Bill Barton, Owner/Manager
(801) 968-2121

Job Information

Wages
$3.35 per hour

Benefits
Paid sick days
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
5-6 days a week, 6-8 hours a day
8:00 a.m. to 4-5:00 p.m.

Work Setting
Lumber yard

Probationary Period
30 days

Employment History
4 months with company
4 months in this position

Work Group
Works alone, one-to-one and in small group

Standard Training Period
None

Standard Amount of Direct Supervision
None to minimal

Narrative Description
Measures and cuts lumber boards on table saw; cuts and forms stakes; piles and stacks lumber appropriately according to measurements; boxes, loads and unloads orders; drives forklift; assists in building additions; drives a truck; occasionally assists customers in store to locate objects; and clean-up and minimal maintenance done by all.

Physical Demands
30% light work, 45% medium work, 25% heavy work

Physical Activities Performed
Push, pull, reach, crouch, turn, see, depth perception, finger dexterity, size and shape discrimination, spatial perception

Environmental Conditions
Dust, dirt, vibration, mechanical hazards

Special Conditions
High rate of production at times, precision/quality, high level of stress (deadlines) sometimes, must be orderly and neat

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred experience with forklift, hand and table saws

Examinations Required
None

Other Job Requirements
Age 18 minimum, driver's license helpful
Laborer  
Learning Disability

### Significant Duties

**Leadership/Administrative/Managerial**  
None

**Problem Solving/Reasoning Tasks**  
Determine own work activities to some degree  
Recognize and use appropriate procedures  
Obtain resources needed to carry out work  
Recognize the effects of changing quantity or quality of materials

**Writing Tasks**  
None

**Reading Tasks**  
Identify work-related symbols/signs

**Communication Tasks**  
Follow intent of oral directions

**Manual Perceptual Tasks**  
Eye-hand coordination  
Hand work  
Construct, fabricate or assemble materials  
Use job-specific hand tools and equipment  
Operate machine(s)  
Set up machine(s)  
Operate job-related power tool(s)  
(table saw, hand saw, lathe, sander)

**Computer Tasks**  
None

**Mathematical Tasks**  
Count  
Understand order (e.g., first, second, last)  
Understand concepts of greater than and less than  
Handle basic calculations (+, -, x, /)  
Estimate quantities needed to do a job  
Make and use measurements

**Writing Tasks**  
None

**Reading Tasks**  
Identify work-related symbols/signs

**Communication Tasks**  
Follow intent of oral directions

**Manual Perceptual Tasks**  
Eye-hand coordination  
Hand work  
Construct, fabricate or assemble materials  
Use job-specific hand tools and equipment  
Operate machine(s)  
Set up machine(s)  
Operate job-related power tool(s)  
(table saw, hand saw, lathe, sander)

### Special Considerations for This Worker

**Limitations**  
Appearance, reading, writing, spelling, following written directions

**Special Training**  
Supervisor provided minimal initial instructions on use of machines.

**Job Accommodations**  
Occasional follow-up visits by on-the-job training staff and Special Vocational Services.

**Personal Strengths**  
Willing to learn  
Good attitude  
Industrious  
Self starter  
Willing to please  
Appreciative

**Financial Incentives for Hiring**  
Initial trial month was subsidized part-time by Special Vocational Services. Employee sponsored full time under Job Training Partnership Act's on-the-job training program.

**Other Job Replication Factors**  
Targeted Job Tax Credit
Company Information

Company Name
Southeastern Products
607 Worley Road
Greenville, SC 29609

Description of Company
Designer and manufacturer of custom interior designs.

Number of Employees
80 total company
60 this site

For more information, contact
Cindy Klauck, Mental Health Worker
(803) 242-9193

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
FICA

Work Schedule
Temporary status
5 days a week, 4 hours a day
12:30 p.m. to 4:30 p.m.

Work Setting
Warehouse

Probationary Period
Continuous

Employment History
Unknown

Narrative Description
Paints, counts and sorts tags, labels, cards, etc.; cleans; performs material handling; and assembly tasks. Performs a variety of jobs with product boxes, kits, and tables, including cleaning, packing, wrapping, sawing, and shipping tasks.

Physical Demands
10% sedentary, 60% light work, 20% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, sit, turn, see, finger dexterity

Environmental Conditions
Hot, cold, dust, dirt, odors, noise, inadequate ventilation, moving objects, high places

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
Continuous

Standard Amount of Direct Supervision
Maximal
<table>
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<td>Recognize and use appropriate procedures</td>
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<td>Conduct work activities in appropriate sequence</td>
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<td>Obtain resources needed to carry out work</td>
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<td>Recognize the effects of changing quantity or quality of materials</td>
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<tr>
<td>Evaluate for accuracy and completeness</td>
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<tr>
<td>Correct deficiencies</td>
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<tr>
<td>None</td>
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<tr>
<td><strong>Mathematical Tasks</strong></td>
</tr>
<tr>
<td>Count</td>
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<tr>
<td>Estimate quantities needed to do a job</td>
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<tr>
<td>Use numerical values from charts, diagrams, tables</td>
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<tr>
<td><strong>Writing Tasks</strong></td>
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<td>None</td>
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<tr>
<td>Eye-hand coordination</td>
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<tr>
<td>Hand work</td>
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<tr>
<td>Construct, fabricate or assemble materials</td>
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<tr>
<td>Use job-specific hand tools and equipment (paint brush, screwdriver, hammer, rivet gun, hand tape dispenser, etc.)</td>
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<tr>
<td>Operate machinery(s) (table saw)</td>
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<tr>
<td>Operate job-related power tool(s) (drill, covered table saw, hot glue gun, staple gun)</td>
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Special Considerations for This Worker

Limitations
Interactions with coworkers, spelling, mathematics, requires structure on job tasks, speaking, following written directions

Special Training
Special training on daily tasks provided by mental health worker.

Job Accommodations
Job placement and daily followup provided by agency through an employer agreement (6 hours over period of time).
Job coaching, training, and inspection of work to maintain employee on the job (approximately 1 week plus 30 minutes daily for training and 15 minutes daily for inspection) provided by mental health staff.
Employee rides with a friend or staff member to accommodate no public bus system or driver's license (1 hour/week).
Support services (i.e., doctor appointments, medications, counseling) provided by mental health agency to maintain employee's confidence and motivation.

Personal Strengths
Cooperative
Dependable
Positive work attitude

Financial Incentives for Hiring
None

Other Job Replication Factors
Opportunity for entry level jobs.
**Company Information**

**Company Name**
Navy Exchange  
7500 Sandpoint Way NE  
Seattle, WA 98115

**Description of Company**
Retail sales/services

**Number of Employees**
195 this site

**For more information, contact**
Jean Schmer  
Support Services Supervisor  
(206) 527-7802

---

**Requirements of This Job**

**Academic Credentials Required**
None

**Work Experience Required**
None

**Examinations Required**
None

**Other Job Requirements**
Dress code

---

**Job Information**

**Wages**
$4.94 per hour

**Benefits**
Paid vacation  
Paid holidays  
Paid sick days  
Pension  
FICA  
Worker's compensation  
Unemployment compensation  
Medical insurance  
Dental insurance  
Life insurance

**Work Schedule**
Permanent status  
5 days a week, 8 hours a day  
8:00 a.m. to 4:30 p.m.

**Work Setting**
Receiving area of retail store

**Probationary Period**
6 months

**Employment History**
18 years with company  
17 years in this position

---

**Narrative Description**
Cuts cardboard boxes and places in compacter (does not operate compacter); takes trash to dumpster; performs carryouts for customers; stocks shelves of simple items (i.e., cigarettes); and keeps work area and back rooms clean.

**Physical Demands**
5% light work, 95% medium work

**Physical Activities Performed**
Push, pull, reach, climb, stoop, kneel, turn, see, hear, finger dexterity

**Environmental Conditions**
Hot, cold, dry, wet, dust, noise, moving objects

**Special Conditions**
None

**Work Group**
Works alone and in large group

**Standard Training Period**
8 hours

**Standard Amount of Direct Supervision**
Moderate
Laborer - NA1

Mental Retardation
(Down's Syndrome)

**Significant Duties**

- **Leadership/Administrative/Managerial**
  - None

- **Problem Solving/Reasoning Tasks**
  - Conduct work activities in appropriate sequence

- **Computer Tasks**
  - None

- **Mathematical Tasks**
  - Understand order (e.g., first, second, last)

- **Writing Tasks**
  - None

- **Reading Tasks**
  - Identify work-related symbols/signs

- **Communication Tasks**
  - Listen
  - Follow intent of oral directions

- **Manual Perceptual Tasks**
  - Eye-hand coordination
  - Hand work
  - Use job-specific hand tools and equipment (cutting and janitorial tools)

**Special Considerations for This Worker**

- **Limitations**
  - Low frustration tolerance, reading, writing, spelling, mathematics, kneeling, squatting, limited stamina, remembering, speaking, following written directions

- **Special Training**
  - Supervisor provided daily special training on how to break boxes until employee learned the job. Employee entered permanent employment upon completion of the special training.

- **Job Accommodations**
  - Repetitive instructions on job routine tasks provided by employer to accommodate employee's concentration on job duties.
  - Employee's bus schedule/time given to supervisor who would call residence if employee did not arrive to work on time.

- **Personal Strengths**
  - Lifts up to 20-50 lbs.
  - Stands and cuts up boxes
  - Puts boxes in compacter

- **Financial Incentives for Hiring**
  - None

- **Other Job Replication Factors**
  - Work closely with person's counselor and/or family. They reinforce the employee's progress, praise, etc., and assist in off work hours repeating job duties and schedules. Employer should create "family feelings" of belonging to employee.
Laborer (Special)

Deafness, Non-Verbal

D.O.T. #381.687-014

Company Information

Company Name
Physical Plant
University of Wisconsin
1217 University Ave.
Madison, WI 53706

Description of Company
Custodial/trade services

Number of Employees
500+ total company
11 this site

For more information, contact
Donald Sprang, Personnel Manager
(608) 263-3086

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Civil Service

Other Job Requirements
Union membership
Civil Service exam

Job Information

Wages
$8.50 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Various university buildings

Probationary Period
6 months

Employment History
21 years with company
16 years in this position

Narrative Description
Washes windows from extension ladders, portable scaffolding and suspended motorized "swinging scaffolding." In the winter months cleans light fixtures in University buildings; clears snow from sidewalks; and performs general custodial duties as required.

Physical Demands
80% light work, 20% medium work

Physical Activities Performed
Reach, climb, balance, stoop, crouch, see

Environmental Conditions
Hot, cold, dust, moving objects, cramped quarters, high places, electrical hazards, radiant energy

Special Conditions
None

Work Group
Works alone, and in small and large groups

Standard Training Period
2 days

Standard Amount of Direct Supervision
Moderate
**Laborer (Special)**

**Deafness, Non-Verbal**

**Significant Duties**

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>Writing Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem Solving/Reasoning Tasks</th>
<th>Reading Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize and use appropriate procedures</td>
<td>Identify work-related symbols/signs</td>
</tr>
<tr>
<td>Conduct work activities in appropriate sequence</td>
<td>Read simple directions</td>
</tr>
<tr>
<td>Obtain resources needed to carry out work</td>
<td>See Reading Tasks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Tasks</th>
<th>Communication Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>See Reading Tasks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematical Tasks</th>
<th>Manual Perceptual Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Hand work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify work-related symbols/signs</td>
</tr>
<tr>
<td>Read simple directions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematical Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**Special Considerations for This Worker**

**Limitations**

Total loss of hearing

**Special Training**

None

**Job Accommodations**

- Supervisor voluntarily learned sign language (not a job requirement).
- TDD (Telecommunication Device for the Deaf) installed at custodian's office to enable employee to call.

**Personal Strengths**

- Quality of work
- Adequate output of work
- Good attendance

**Financial Incentives for Hiring**

None
Mailroom Worker

D.O.T. #209.587-026

Company Information

Company Name
Rice Lake Weighing Systems
230 West Coleman Street
Rice Lake, WI  54868

Description of Company
Manufacturer of weighing and precision equipment and components, parts and weights.

Number of Employees
100+ total company

For more information, contact
Helen Finazzo, Marketing Assistant
(715) 234-9171

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.75 per hour

Benefits
Paid vacation
Paid holidays
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
6 days a week, 7 hours a day (M-F) or 5 (Sat.)
7:30 a.m. to 3:00 p.m. (M-F), 7:00 a.m. to 12:00 p.m. (Sat.)

Work Setting
Factory-mailroom

Probationary Period
3 months

Employment History
1 year with company
1 year in this position

Narrative Description
Stuffs, seals, and places self-adhesive labels on envelopes; sorts by zip code; rubber bands groups; labels bags; and collates some mailings before stuffing letters.

Physical Demands
60% sedentary, 39% light work, 1% medium work

Physical Activities Performed
Push, pull, reach, sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
1 hour

Standard Amount of Direct Supervision
Moderate
Mailroom Worker

Mental Retardation - Educable

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize the effects of changing quantity or quality of materials
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies

Writing Tasks
Copy accurately
Write legibly

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) Manual Perceptual Tasks
Eye-hand coordination
Hand work
Tend machine(s) (clean shutdown machinery)

Writing Tasks
Copy accurately
Write legibly

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Tend machine(s) (clean shutdown machinery)

Special Considerations for This Worker

Limitations
Low frustration tolerance

Personal Strengths
Friendly
Willing to do whatever asked

Special Training
None

Financial Incentives for Hiring
None

Job Accommodations
Job coach from vocational rehabilitation grant provided supervision and assistance to employee.
Manager, Division Minority Affairs

Physical Handicap - Chest Area from Vietnam Gun Shot Wound

D.O.T. #168.167-014

Company Information

Company Name
Raytheon Company
Submarine Signal Division
1847 West Main Road
Portsmouth, RI 02871

Description of Company
Design, engineering, manufacturing and servicing of advanced electronic devices, equipment and systems for both government and commercial customers.

Number of Employees
73,000 total company
3,200 this site

For more information, contact
Kenneth Garthee, Manager
Division Minority Affairs
(401) 847-8000

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Preferred

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Dress code

Job Information

Wages
Information not available

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:45 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
10 years with company
3 years in this position

Narrative Description
Plans, develops and coordinates all aspects of an effective affirmative action program; establishes Equal Employment Opportunity goals; and participates in all phases of employment, training, management, counseling, and community relations.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal
Manager, Division Minority Affairs

Physical Handicap - Chest Area from Vietnam Gun Shot Wound

Significant Duties

Leadership/Administrative/Managerial
Provide leadership
Develop company policies
Implement company policies
Recruit, hire, and terminate personnel
Specify goals and work tasks of others
Supervise personnel
Represent the company at internal functions
Represent the company at external functions

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the top in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Manual Perceptual Tasks
Hand work
Use keyboard skills
Develop visual presentations

Computer Tasks
Enter data into computers
Access data from computers
Perform systems analysis

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+, -, x, /)
<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting, carrying,</td>
<td>Communicates with and listens to others</td>
</tr>
<tr>
<td>pushing, pulling,</td>
<td>Motivates employees</td>
</tr>
<tr>
<td>standing, walking,</td>
<td>Takes on new assignments and</td>
</tr>
<tr>
<td>kneeling, squatting,</td>
<td>complete them in a timely manner</td>
</tr>
<tr>
<td>chronic pain</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Training</th>
<th>Financial Incentives for Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Accommodations</th>
<th>Other Job Replication Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Interviewing skills and presentation skills are necessary for effective management of Equal Employment Opportunity program. A person who is truly concerned about outside, community activities would be very effective.</td>
</tr>
</tbody>
</table>
# Company Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Brisk Messenger Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>750 Eighth Avenue</td>
</tr>
<tr>
<td></td>
<td>New York City, NY 10036</td>
</tr>
</tbody>
</table>

## Description of Company

Messenger service, employing messengers to pick up and deliver documents for law firms in mid-town Manhattan area.

## Number of Employees

15 total company
15 this site

## For more information, contact

Ken Moore  
Federation Employment and Guidance Service/Supervisor  
(212) 302-3639

# Job Information

## Wages

$3.35 per hour

## Benefits

FICA

## Work Schedule

Seasonal status  
5 days a week, 8 hours a day  
8:00 a.m. to 5:00 p.m.

## Work Setting

Office and mid-town Manhattan area

## Probationary Period

3 months

## Employment History

5 months with company  
5 months in this position

## Narrative Description

Picks up documents at specific office addresses from a specific person. Makes delivery of the documents to the specific person at address given by dispatcher. Obtains signature to acknowledge receipt of delivered documents. Returns to dispatching office for another messenger assignment.

## Physical Demands

100% light work

## Physical Activities Performed

Run, climb, see, walk

## Environmental Conditions

Hot, cold, humid, odors

## Special Conditions

None

## Work Group

Works alone

## Standard Training Period

3 months

## Standard Amount of Direct Supervision

Moderate

# Requirements of This Job

## Academic Credentials Required

None

## Work Experience Required

Knowledge of Manhattan preferred

## Examinations Required

None

## Other Job Requirements

Messenger pouch
Messenger

Developmental Disability

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

**Writing Tasks**
Write legibly
Complete forms accurately

**Reading Tasks**
Read simple directions

**Communication Tasks**
Follow intent of oral directions
Report accurately what others have said

**Computer Tasks**
None

**Manual Perceptual Tasks**
Eye-hand coordination

**Mathematical Tasks**
Count

**Personal Strengths**
Motivated
Pleasant personality
Enjoys contact with the public

**Leadership/Administrative/Managerial**
None

**Writing Tasks**
Write legibly
Complete forms accurately

**Reading Tasks**
Read simple directions

**Communication Tasks**
Follow intent of oral directions
Report accurately what others have said

**Computer Tasks**
None

**Mathematical Tasks**
Count

**Manual Perceptual Tasks**
Eye-hand coordination

**Special Considerations for This Worker**

**Limitations**
Low frustration tolerance, reading, writing, spelling, mathematics (5th grade level), remembering, following spoken directions, following written directions

**Personal Strengths**
Motivated
Pleasant personality
Enjoys contact with the public

**Special Training**
The employee is given a wage increase upon completion of the special training by placement agency supervisor.

**Financial Incentives for Hiring**
None

**Job Accommodations**
Placement and followup services provided by community agency to maintain appropriate work performance (4 hrs per week).
Supervisor reviews document receipts for accuracy to accommodate employee's limited reading and writing ability (1 hour per day).

**Other Job Replication Factors**
Employer acceptance that limited academic grade level is of minor importance if applicant is motivated.
Company Information

Company Name
Lamar Manufacturing, Inc.
1111 Air Park Road, P.O. Box 1248
Rhineland, WI 54501

Description of Company
Mill work specializing in wood mouldings and paneling.

Number of Employees
10 total company (start up company; full production will employ 50)
10 this site

For more information, contact
Lavern A. Marquardt, President
(715) 369-1999

Job Information

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Wages
$4.75 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Seasonal status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
30 days

Narrative Description
Sets up and operates high speed moulder.

Physical Demands
Lifts maximum of 10 lbs.; stands continuously.

Physical Activities Performed
Reach, stoop, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dry, dust, noise, mechanical hazards, moving objects

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
120 hours

Standard Amount of Direct Supervision
Minimal
Moulder Operator

Back Problem
(Lifts Maximum of 30 lbs.)

**Significant Duties**

**Leadership/Administrative/Managerial**
Provide leadership

**Problem Solving/Reasoning Tasks**
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Recognize the effects of changing quantity or quality of materials
Identify alternative approaches or solutions
Correct deficiencies
Devise new ideas and better work methods

**Computer Tasks**
None

**Mathematical Tasks**
Count
Understand order (e.g. first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) 
Estimate quantities needed to do a job
Make and use measurements
Use formulas (translating, substituting values)

**Writing Tasks**
None

**Reading Tasks**
Identify work-related symbols/signs
Read simple directions
Read technical information

**Communication Tasks**
Listen
Follow intent of oral directions

**Manual Perceptual Tasks**
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Tend machine(s)
Operate machine(s)
Set up machine(s)

**Special Considerations for This Worker**

**Limitations**
Lifting, carrying

**Personal Strengths**
Tries to be perfect
Leadership qualities
Above average mechanical ability

**Special Training**
None

**Job Accommodations**
None

**Financial Incentives for Hiring**
On-the-job training wage subsidy
Occupational Therapist

Sacred Heart Hospital
900 West Clairemont
Eau Claire, WI 54701

Acute care hospital with 24 bed rehabilitation unit serving both in- and out-patients.

Approximately 800 total company

Sally Krohn
Occupational Therapist Registered
(715) 839-4121

Wages
$12.10 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Hospital

3 months

5 years with company
5 years in this position

Performs direct patient care;
evaluates; plans treatment; documents patient and family education;
and attends and reports orally at medical staffings.

75% sedentary, 20% light work, 5% medium work

Push, pull, reach, balance, stoop, kneel, crouch, sit, turn, see, hear, sense of touch, finger dexterity

None

Precision/quality

High level of stress (deadlines, etc.)

Works alone, one-to-one, and in small group

6 month internship

Minimal
Occupational Therapist

Significant Duties

Leadership/Administrative/Managerial
Provide leadership (student training)
Represent the company at internal functions
Represent the company at external functions

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Writing Tasks
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information
Read medical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Computer Tasks
Enter data into computers
Access data from computers

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) Use numerical values from charts, diagrams, tables
Make and use measurements

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Tend machine(s)
<table>
<thead>
<tr>
<th><strong>Special Considerations for This Worker</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitations</strong></td>
</tr>
<tr>
<td>Lifting, carrying, difficulty transferring patients</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Special Training</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td><strong>Job Accommodations</strong></td>
</tr>
<tr>
<td>Occupational Therapy aides assist</td>
</tr>
<tr>
<td>with patient lifting and transfers.</td>
</tr>
<tr>
<td>Some rearranging of files and storage</td>
</tr>
<tr>
<td>of equipment to accommodate employee's</td>
</tr>
<tr>
<td>ability to reach.</td>
</tr>
<tr>
<td>Stools with wheels used for better</td>
</tr>
<tr>
<td>mobility in the department.</td>
</tr>
</tbody>
</table>
Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Company Information

Company Name
People's National Bank of Central Pennsylvania
117 South Allen Street
State College, PA 16801

Description of Company
Bank - serve customers in the area of deposits, withdrawals, and lending.

Number of Employees
275 total company
85 this site

For more information, contact
Donna K. Martin
Assistant Operations Officer
(814) 237-7641 ext. 253

Company Information

Company Name
People's National Bank of Central Pennsylvania
117 South Allen Street
State College, PA 16801

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Temporary status
3 days a week, 5 hours a day
9:00 a.m. to 3:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
1 year with company
1 year in this position

Narrative Description
Shreds paper documents (i.e., customer accounts) that can not be discarded in trash receptacles. Some cleaning duties.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Push, pull, reach, stoop, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dust, noise

Special Conditions
None

Work Group
Works alone

Standard Training Period
1 hour

Standard Amount of Project Supervision
Minimal
### Medical Condition

**Mental Retardation**

### Significant Duties

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Problem Solving/Reasoning Tasks</strong></td>
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<tr>
<td>Determine own work activities</td>
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<td>Recognize and use appropriate</td>
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<td>procedures</td>
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<td>Conduct work activities in appropriate</td>
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<td>sequence</td>
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<td>Obtain resources needed to carry out</td>
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<td>work</td>
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<td>Identify alternative approaches or</td>
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<td>solutions</td>
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<td><strong>Computer Tasks</strong></td>
<td>None</td>
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<tr>
<td><strong>Mathematical Tasks</strong></td>
<td>None</td>
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<tr>
<td><strong>Writing Tasks</strong></td>
<td>None</td>
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<tr>
<td><strong>Reading Tasks</strong></td>
<td>None</td>
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<tr>
<td><strong>Communication Tasks</strong></td>
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<tr>
<td>Listen</td>
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<td>Communicates with supervisor if</td>
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<td>employee has problems</td>
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<tr>
<td><strong>Manual Perceptual Tasks</strong></td>
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<tr>
<td>Eye-hand coordination</td>
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<td>Hand work</td>
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<td>Use job-specific hand tools and</td>
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<td>equipment</td>
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<td>Operate machine(s)</td>
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### Limitations

Acceptance of supervision, reading, spelling, mathematics, works alone with some supervision, remembering, speaking, following spoken directions

### Special Considerations for This Worker

#### Personal Strengths

- Generally pleasant
- Very proud to work at a bank
- Anxious to please others

#### Financial Incentives for Hiring

None

#### Other Job Replication Factors

The employee, who is mentally handicapped, retains what is expected most of the time.

#### Special Training

Special training by the Association for Retarded Citizens job coach for approximately 3 months included direct supervision, use of essential tools and extensive verbal prompting.

#### Job Accommodations

Placement and training assistance provided by Association for Retarded Citizens agency services.
Payment Clerk

Physical Handicap/Uses Wheelchair for Mobility

D.O.T. #216.387-010

Company Information

Company Name
A. G. Edwards & Sons
1 North Jefferson
St. Louis, MO 63103

Description of Company
Retail brokerage house

Number of Employees
5400 total company
1500 this site

For more information, contact
James T. Whalen, A.V.P.
(314) 289-3621

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Payroll procedures preferred

Examinations Required
Math-Spelling-Filing

Other Job Requirements
Bondable, dress code

Job Information

Wages
$860.00 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
7 months with company
7 months in this position

Narrative Description
Matches "buy order" trades with customers fund application. Works with reports from fund processors when buy trade is unpaid.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, turn, see, hear, finger dexterity

Environmental Conditions
Noise, cramped quarters

Special Conditions
Precision/quality
Some deadlines

Work Group
Small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate
Payment Clerk

Physical Handicap/ Uses Wheelchair for Mobility

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence

**Computer Tasks**
- Enter data into computers
- Access data from computers

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+, -, x, /)

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Operate machine(s) (copier, CRT)
- Use keyboard skills

**Special Considerations for This Worker**

**Limitations**
- Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

**Special Training**
The employee attended regular training sessions.

**Job Accommodations**
None

**Personal Strengths**
- Accurate
- Good attendance
- Math aptitude

**Financial Incentives for Hiring**
None

**Other Job Replication Factors**
A desire to go through some minor initial inconvenience to get the employee set up through some job re-structuring of duties.
Photographer - Darkroom Tech

Multiple Birth Defects - Use of Artificial Leg - Stands 4' 7"

Company Information

Company Name
The Berkeley Democrat
P.O. Box 1057
Moncks Corner, SC 29461

Description of Company
Weekly county newspaper

Number of Employees
12 total company

For more information, contact
C. Allen Leopold, Photographer
(803) 761-8333

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
Driver's license, on call

Job Information

Wages
$3.75 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5-7 days a week, 8 to 18 hours per day
9:00 a.m. to ?

Work Setting
Office and darkroom

Probationary Period
6 weeks

Employment History
3.5 months with company
3.5 months in this position

Standard Training Period
1 month

Standard Amount of Direct Supervision
Minimal

Narrative Description
Photo Journalist; captures events for press each week. Performs all darkroom work from developing film to shooting full page negatives; uses all print equipment for black and white photos; works with chemicals for film and print processing; shoots and processes Kodak PMTs, half tones, and line negatives of pages; and works with people from government officials to John Q. Public.

Physical Demands
15% sedentary, 45% light work, 40% medium work

Physical Activities Performed
Push, pull, reach, run, climb, balance, stoop, kneel, crouch, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
Odors, toxic conditions

Special Conditions
Precision/quality, high level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one and in small group
Photographer - Darkroom Tech

Multiple Birth Defects - Use of Artificial Leg - Stands 4' 7"

**Significant Duties**

**Leadership/Administrative/Managerial**
- Represent the company at internal functions
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Write legibly
- Organize, select, and relate ideas in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Computer Tasks**
- None

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Make and use measurements
- Use formulas (translating, substituting values)

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (cameras and darkroom equipment)
- Tend machine(s)
- Operate machine(s) (Kenro 3700 Process Camera)
- Set up machine(s)
- Develop visual presentations

**Other Significant Duties or Job Features**
- Photographing events and people.
- Getting into the right places for any photographs
Special Considerations for This Worker

Limitations
Spelling, lifting, carrying, standing, walking, kneeling, squatting

Special Training
After private instruction the employees entered permanent employment and received a wage increase.

Job Accommodations
A platform was built by employer to accommodate reaching the height of the equipment.

Equipment hand control switch provided by employer to replace foot switch to accommodate employee's foot mobility.

Personal Strengths
Stamina - does not admit to any limitations - believes that a person can do anything anyone else can with a normal physical body
Loyalty to duties and friends
Aggressive in pushing for beliefs

Financial Incentives for Hiring
None

Other Job Replication Factors
Employers need to learn to see people for their abilities not disabilities. Take a chance on people, you may find you get a better employee because you were the one to give someone that one break.
Physical Science Aide
(Glassware Washer)

Mental Retardation
(Down's Syndrome)

D.O.T. #381.687-022

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Job Information

Wages
$960.00 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory research area

Probationary Period
1 year

Employment History
8 years with company
8 years in this position

Standard Training Period
1 day

Standard Amount of Direct Supervision
Moderate

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Narrative Description
Cleans laboratory glassware, thin-layer chromatographic (TLC) plates, equipment such as TLC coating apparatus and blenders; prepares vials; follows safety regulations and specifically destroys toxic compounds with alkali and oxidizing agents; and keeps track of glassware for two chemists, four physical science technicians and numerous foreign trainees so clean glassware is available for their experiments at all times.

Physical Demands
10% sedentary, 90% light work

Physical Activities Performed
Push, reach, stoop, kneel, crouch, turn, see, depth perception, hear, sense of touch, finger dexterity, wears protective clothing

Environmental Conditions
Mechanical hazards, toxic conditions

Special Conditions
Precision/quality

Work Group
Large group
Physical Science Aide
(Glassware Washer)

Mental Retardation
(Down's Syndrome)

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

**Computer Tasks**
None

**Mathematical Tasks**
None

**Writing Tasks**
None

**Reading Tasks**
Identify work-related symbols/signs

**Communication Tasks**
- Listen
- Follow intent of oral directions

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment (glassware cleaning tools)

**Special Considerations for This Worker**

**Limitations**
Following written directions

**Special Training**
Supervisor provided additional reinforcement during training to foster employee's self confidence. Employee entered permanent employment upon completion of the special training.

**Job Accommodations**
- Special stool to accommodate employee's short stature provided by employer ($50.00).
- Transportation to and from work provided by family. Employee could use bus.
- Parents counseled by supervisor.

**Personal Strengths**
- Reliable
- Friendly
- Motivated

**Financial Incentives for Hiring**
None

**Other Job Replication Factors**
Provide understanding atmosphere for all personnel involved to succeed fully with handicapped employee. Before working here, employee had never spoken one word in public and people thought person was mute. Now he talks freely and feels one of the gang.

Supervisor must be alert to disabled employees' physiological behavior, which may or may not surface with coworkers.
Physical Science Technician

Amputee (Lower Arm)

D.O.T. #199.364-014

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. Government research laboratory
performing chemical, microbiological
and engineering research related to
agriculture. Main products are
research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Civil Service exam

Job Information

Wages
$1,683.00 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory research area

Probationary Period
1 year

Employment History
19 years with company
5 years in this position

Standard Training Period
Months

Standard Amount of Direct Supervision
Minimal

Narrative Description
Collates samples received; prepares
samples for analysis, tabulates, and
returns results to cooperating scien-
tists; performs conversion of nitro-
genous samples to nitrogen gas by
chemical conversion injection system;
maintains conversion unit and asso-
ciated equipment; operates the mass
spectrometer interfaced to the nitro-
gen conversion unit; must recognize
equipment malfunctions and low-qual-
ity data and take corrective actions;
and must maintain laboratory
supplies.

Physical Demands
70% sedentary, 30% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, depth perception, hear,
sense of touch, finger dexterity

Environmental Conditions
Odors, electrical hazards, toxic
conditions

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone, one-to-one
Physical Science Technician  Amputee (Lower Arm)

**Significant Duties**

**Leadership/Administrative/Managerial**  
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Produce intelligible written documents

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s) (mass spectrometer)
- Use keyboard skills

**Computer Tasks**
- Enter data into computers
- Access data from computers

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)  
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Make and use measurements
- Use formulas (translating, substituting values)
Special Considerations for This Worker

Limitations
Physical limitations related to disability

Special Training
Supervisor provided initial special scientific/technical training. Employee received wage increase upon completion of the training.

Job Accommodations
Special tools were designed by supervisor and employee and built in machine shop to overcome lack of dexterity due to loss of arm.

Personal Strengths
Intelligent
Desire to work and perform well

Financial Incentives for Hiring
None

Other Job Replication Factors:
Willingness to consider all options to make the job fit the employee before rejecting the idea.

Employee lost one arm above the elbow in Vietnam. Became security guard at Research Center. Position had limited challenge and promotion potential. Employee had poor sick leave record during this time. Due to subcontracting of guard services, employee was offered laboratory position. Employee has responded to challenges, enjoyed work, changed personality, received a promotion, and has nearly perfect attendance. This is a good example of how the right job changes with the right people can make the difference between day and night in the person's job performance.
**Physicist**

**Company Information**

**Company Name**
U.S. Army Atmospheric Sciences Laboratory
Attn: SLCAS-AR-P
White Sands Missile Range, NM 88002-5501

**Description of Company**
U.S. Army - defense

**Number of Employees**
400 total company
400 this site

**For more information, contact**
T.L. Barber, Physicist
(505) 678-2542/4005

**Requirements of This Job**

**Academic Credentials Required**
Bachelor's degree

**Work Experience Required**
Preferred

**Examinations Required**
Physical

**Other Job Requirements**
None

**Narrative Description**
Carefully defines an area of research in atmospheric science in a problem area of interest to the Laboratory; defines a route to be taken in solving the problem with experimentation and mathematics; and reports on the results in written technical reports or in talks to scientific groups at national conferences and meetings.

**Physical Demands**
7% sedentary, 25% light work

**Physical Activities Performed**
Sit, hear, finger dexterity

**Environmental Conditions**
None

**Special Conditions**
None

**Work Group**
Small group

**Standard Training Period**
6 months

**Standard Amount of Direct Supervision**
None

**Salary**
$3,400 per month

**Benefits**
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

**Work Schedule**
Permanent status
days a week, 8 hours a day
7:45 a.m. to 4:15 p.m.

**Work Setting**
Office

**Probationary Period**
6 months

**Employment History**
28 years with company
11 years in this position
Leadership/Administrative/Managerial
Represent the company at external functions

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Computer Tasks
Enter data into computers
Access data from computers
Perform word processing
Write programs
Perform systems analysis

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+, -, x, /)
Estimate quantities needed to do a job
Use numerical values from charts, diagrams, tables
Construct diagrams, charts, records using numerical calculations
Make and use measurements
Use formulas (translating, substituting values)

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Manual Perceptual Tasks
Use job-specific hand tools and equipment
Use keyboard skills
Develop visual presentations
Special Considerations for This Worker

Limitations
Acceptance of supervision, vision

Special Training
None

Job Accommodations
None

Personal Strengths
Solves problems through reasoning skills
Interacts comfortably with co-workers
Pictures a physical phenomena in one's thought process.

Financial Incentives for Hiring
None

Other Job Replication Factors
Great personal patience and persistence.
**Potato Sorter**

**Requirements of This Job**

- **Academic Credentials Required**
  - None

- **Work Experience Required**
  - None

- **Examinations Required**
  - None

- **Other Job Requirements**
  - Age 18 minimum
  - On call

**Company Information**

- **Company Name**
  - Idaho Bonded
  - 4050 Lincoln Road
  - Idaho Falls, ID 83401

- **Description of Company**
  - Manufacture of food products

- **Number of Employees**
  - 68 total company

- **For more information, contact**
  - Ray Lynn Beattie, Manager
  - (208) 523-0310

**Job Information**

- **Wages**
  - $4.20 per hour

- **Benefits**
  - Worker's compensation
  - Unemployment compensation
  - Medical insurance (1/2 of the premium for insurance on the individual)
  - Bonus at year end ($.25 an hour given for each hour worked. Good attendance and finish season work required.)

- **Work Schedule**
  - Seasonal status
  - 5 days a week, 6 hours a day
  - 8:00 a.m. to 3:00 p.m.

- **Work Setting**
  - Factory

- **Probationary Period**
  - 2-3 weeks

- **Employment History**
  - 9 months with company
  - 9 months in this position

- **Narrative Description**
  - Grades potatoes by sorting out defective ones, such as green, rot, bruised, knotty, wireworm, scab, and off type potatoes.

- **Physical Demands**
  - 100% light work

- **Physical Activities Performed**
  - Push, reach, climb, balance, sit, see, color vision, depth perception, sense of smell, sense of touch, finger dexterity

- **Environmental Conditions**
  - Hot, cold, dry, wet dust, dirt, odors, mechanical hazards, moving objects

- **Special Conditions**
  - High rate of production
  - Precision/quality
  - Product grader needs to take out the defective potatoes which requires staying on task

- **Work Group**
  - Small group

- **Standard Training Period**
  - 10-15 days

- **Standard Amount of Direct Supervision**
  - Moderate
Potato Sorter  

Mental Retardation

### Significant Duties

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials

**Reading Tasks**
None

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk conversations
- Report accurately what others have said

**Computer Tasks**
None

**Manual Perceptual Tasks**
- Hand work

**Mathematical Tasks**
None

**Writing Tasks**
None

**Reading Tasks**
None

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk conversations
- Report accurately what others have said

**Computer Tasks**
None

**Manual Perceptual Tasks**
- Hand work

**Mathematical Tasks**
None

**Writing Tasks**
None

**Special Considerations for This Worker**

**Limitations**
Cannot work alone, reading, writing, spelling, mathematics, remembering, following spoken directions

**Personal Strengths**
- Good eye-hand coordination
- Attendance
- Gets along with other people.

**Special Training**
Job coach from SPUDD Training Program provided 5 weeks on the job training. Instruction given 2 to 3 times for employee. The company recognized completion of this special training by hiring the individual.

**Financial Incentives for Hiring**
None

**Other Significant Duties or Job Features**
Visually discriminate the good potatoes from the defective ones.

**Job Accommodations**
Job placement and followup services provided by Developmental Workshop, Inc. Placement Service. Employee rides with co-worker to accommodate no driver's license. Agency intervened with employer to retain employee on the job.

**Other Job Replication Factors**
Knowledge of defective potatoes.
Company Name
Handi Computing
3490 Taylor
East Lansing, MI 48823

Description of Company
Custom Computer Programming

Number of Employees
4 total company
4 this site

For more information, contact
Kirby Morgan, President
(517) 351-3250

Wages
$250 per month

Benefits
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
7 days a week, 6-8 hours a day
12:00 p.m. to 10:00 p.m.

Work Setting
Home-based business setting

Probationary Period
None

Employment History
7 years with company
4 years in this position

Narrative Description
President of corporation - works as programmer/system analyst, and supervises two other programmers.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, see, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
1 month

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Use keyboard skills

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis
Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, immobility

Special Training
None

Job Accommodations
Individual works in the p.m. hours to accommodate health care needs. Computers are mounted on bed-high carts to accommodate limited mobility and reach ($600). Accessible accommodations (i.e., large doors, ramp) were installed to operate business in the employee's residence.

Personal Strengths
Math skills
Language skills
Managerial skills

Financial Incentives for Hiring
None

Other Job Replication Factors
Assistance in starting up business.
Principal Civil Engineer

Multiple Sclerosis - Use of Wheelchair for Past 4 Years

D.O.T. #005.061-014

Company Information

Company Name
Metropolitan Sanitation District
111 East Erie Street
Chicago, IL 60611

Description of Company
Governmental utility for collection and treatment of sewage.

Number of Employees
2,000 total company
200 this site

For more information, contact
Robert Currie, S. Civil Engineer
(312) 751-3250

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Professional Engineering Registration

Work Experience Required
Required at employee's level. However, openings exist for civil engineering graduates.

Examinations Required
Physical
Civil Service exam

Job Information

Wages
$4,000 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 7 hours a day
8:45 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
17 years with company
14 years in this position
(Onset of disability after 8 years on the job)

Narrative Description
Examines plans for proposed sewer construction; telephones the design engineer and confirms the comments in writing if administrative or technical deficiencies are present; and recommends a permit be issued when deficiencies are corrected.

Physical Demands
100% sedentary (no walking or standing)

Physical Activities Performed
Push, pull, reach, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Items out of reach

Special Conditions
None

Work Group
Small group

Standard Training Period
4 years engineering education

Standard Amount of Direct Supervision
None
Principal Civil Engineer

Multiple Sclerosis - Use of Wheelchair for Past 4 Years

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing
Produce intelligible written documents
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions
Read technical information
Read plans/drawings

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups
Prepare letters

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Develop visual presentations

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) Estimate quantities needed to do a job
Calculate costs
Use numerical values from charts, diagrams, tables
Construct diagrams, charts, records using numerical calculations
Make and use measurements
Use formulas (translating, substituting values)
## Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limitations</strong></td>
<td>Limited reach due to use of wheelchair</td>
</tr>
<tr>
<td><strong>Special Training</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Job Accommodations</strong></td>
<td>Coworkers supply out of reach items to accommodate use of wheelchair.</td>
</tr>
<tr>
<td></td>
<td>New building is accessible including side transfer toilet stall.</td>
</tr>
<tr>
<td></td>
<td>Public paratransit system is used to accommodate transportation needs.</td>
</tr>
<tr>
<td><strong>Personal Strengths</strong></td>
<td>Need to work diligently, persistently</td>
</tr>
<tr>
<td><strong>Financial Incentives for Hiring</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
Production Team Worker

### Company Information

**Company Name**
Ethicon, Inc.
Box 26202
Albuquerque, NM 87125

**Description of Company**
Manufactures medical wound closure products, i.e., sutures, skin staples, etc.

**Number of Employees**
6,000 total company
540 this site

For more information, contact
Alan J. Coleman
Personnel Administrator
(505) 768-5200

### Requirements of This Job

**Academic Credentials Required**
High school diploma or GED

**Work Experience Required**
Minimum of 1 year job experience preferred

**Examinations Required**
None

**Other Job Requirements**
None

### Job Information

**Wages**
$5.70 per hour

**Benefits**
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Unemployment compensation
- Medical insurance
- Dental insurance
- Life insurance
- Savings plan

**Work Schedule**
Permanent status
5 days a week, 8 hours a day
6:30 a.m. to 11:30 p.m.
Rotating shifts

**Work Setting**
Factory

**Probationary Period**
90 days

**Employment History**
6+ months with company
6+ months in this position

**Narrative Description**
Attaches metal needle to a thread (suture) by inserting suture into drilled hole in needle and crimping end; and packages needles into access packet by placing 8 sutures/needles into packet and folding packet.

**Physical Demands**
90% sedentary, 10% light work

**Physical Activities Performed**
Reach, sit, turn, see, depth perception, sense of touch, finger dexterity

**Environmental Conditions**
Noise

**Special Conditions**
High rate of production

**Work Group**
Works alone, large group

**Standard Training Period**
5 days (formal), 12 months (informal)

**Standard Amount of Direct Supervision**
Moderate
## Production Team Worker

### Significant Duties

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Problem Solving/Reasoning Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Recognize and use appropriate procedures</td>
<td></td>
</tr>
<tr>
<td>Conduct work activities in appropriate sequence</td>
<td></td>
</tr>
<tr>
<td>Obtain resources needed to carry out work</td>
<td></td>
</tr>
<tr>
<td>Recognize the effects of changing quantity or quality of materials</td>
<td></td>
</tr>
<tr>
<td>Review progress periodically</td>
<td></td>
</tr>
<tr>
<td>Evaluate for accuracy and completeness</td>
<td></td>
</tr>
<tr>
<td>Correct deficiencies</td>
<td></td>
</tr>
<tr>
<td>Devise new ideas and better work methods</td>
<td></td>
</tr>
<tr>
<td><strong>Computer Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Enter data into computers</td>
<td></td>
</tr>
<tr>
<td>Access data from computers</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematical Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td></td>
</tr>
<tr>
<td>Understand order (e.g., first, second, last)</td>
<td></td>
</tr>
<tr>
<td>Handle basic calculations (+,-,x,/)</td>
<td></td>
</tr>
<tr>
<td>Use numerical values from charts, diagrams, tables</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Copy accurately</td>
<td></td>
</tr>
<tr>
<td>Write legibly</td>
<td></td>
</tr>
<tr>
<td>Complete forms accurately</td>
<td></td>
</tr>
<tr>
<td><strong>Reading Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Identify work-related symbols/signs</td>
<td></td>
</tr>
<tr>
<td>Read simple directions</td>
<td></td>
</tr>
<tr>
<td><strong>Communication Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Listen</td>
<td></td>
</tr>
<tr>
<td>Follow intent of oral directions</td>
<td></td>
</tr>
<tr>
<td>Talk</td>
<td></td>
</tr>
<tr>
<td><strong>Manual Perceptual Tasks</strong></td>
<td></td>
</tr>
<tr>
<td>Eye-hand coordination</td>
<td></td>
</tr>
<tr>
<td>Hand work</td>
<td></td>
</tr>
<tr>
<td>Construct, fabricate or assemble materials</td>
<td></td>
</tr>
<tr>
<td>Use job-specific hand tools and equipment</td>
<td></td>
</tr>
<tr>
<td>Operate machine(s)</td>
<td></td>
</tr>
<tr>
<td>Set up machine(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Hearing, speaking, following spoken directions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Training</strong></td>
<td>A hearing interpreter provided by the company assisted with special training for the worker. Employee received a wage increase upon completion of special training.</td>
</tr>
<tr>
<td><strong>Job Accommodations</strong></td>
<td>A buddy system was developed for the employee at no additional cost for communication and safety purposes. An interpreter is used from a local agency on an as-needed basis. Projected agency budget cost, $5,000 per year.</td>
</tr>
</tbody>
</table>

### Personal Strengths

- Perseveres
- Good attendance
- Works with people

### Financial Incentives for Hiring

- Division of Vocational Rehabilitation subsidized interpreter fees.
Company Information

Company Name
Madison Area Adult Day Centers, Inc.
312 Wisconsin Avenue
Madison, WI 53703

Description of Company
Health maintenance adult day program for the frail elderly.

Number of Employees
13 total company
8 this site

For more information, contact
Sandra Howland
Activities/Volunteer Coordinator
(608) 256-385C

Job Information

Wages
$4.65 per hour

Benefits
None

Work Schedule
Temporary status
Varied number of days a week
4-6 hours a day
9:30 a.m. to 3:30 p.m.

Work Setting
Adult day center

Probationary Period
None, but must be a volunteer prior to employment

Employment History
1 year with company
6 months in this position

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Volunteer placement

Examinations Required
None

Other Job Requirements
On call

Narrative Description
Flexible duties: programs activities; assists in patient personal care and seating; directs other volunteers; monitors daily patient status and programs; and develops own programming of activities at times.

Physical Demands
45% light work, 45% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, run, balance, stoop, kneel, crouch, sit, turn, see, depth perception, hear

Environmental Conditions
Noise, inadequate lighting

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal
Program Aide

Significant Duties

Leadership/Administrative/Managerial
Provide leadership
Implement company policies
Specify goals and work tasks of others
Supervise personnel (volunteers)

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Correct deficiencies
Summarize and draw conclusions
Devise new ideas and better work methods

Writing Tasks
Write legibly
Complete forms accurately

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

Computer Tasks
None

Mathematical Tasks
None

Manual Perceptual Tasks
Eye-hand coordination
Hand work

Other Significant Duties or Job Features
Monitor safety of others including health status

Special Considerations for This Worker

Limitations
Low frustration tolerance, criminal offender

Special Training
Supervisor provides ongoing special training through experience with residents, orientation, and observation. Employee received recognition and formal employment after completing the volunteer training.

Job Accommodations
Ongoing support and monthly goal setting are provided by supervisor. Staff and employee are encouraged to cooperate with placement agency.

Personal Strengths
Leadership
Program monitoring - health status, safety, activities
Team work

Financial Incentives for Hiring
None
Company Information

Company Name
Muscular Dystrophy Association (MDA)
810 Seventh Avenue
New York, NY 10019

Description of Company
Voluntary national health agency serving persons with neuromuscular diseases through research and patient care.

Number of Employees
5 this site

For more information, contact
Ronald J. Schenkenberger
Director, Patient and Community Services
(212) 586-0808

Job Information

Wages
Information not available

Benefits
Paid vacation
Paid holidays
Pension
r-ICA
Worker's compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8-10 hours a day (average)
9:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
4 years with company
4 years in this position

Narrative Description
Coordinates Association's programs in Hawaii including provision of services to individuals with neuromuscular disease through vendors, health care providers, and the MDA-sponsored clinic at Rehabilitation Hospital of the Pacific in Honolulu.

Physical Demands
80% sedentary, 20% light work

Sensory Activities Performed
S., see, hear

Environmental Conditions
None

Special Conditions
None

Work Group
Varies

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal
**Program Coordinator**

**Muscular Dystrophy**

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Identify alternative approaches or solutions
- Review progress periodically
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Mathematical Tasks**
- None

**Computer Tasks**
- None

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
Special Considerations for This Worker

Limitations
Standing, walking, non-ambulatory

Special Training
Supervisor provided initial orientation to MDA programs. Employee entered permanent employment upon completion of the orientation.

Job Accommodations
Coworker accompanies employee to out-of-town meetings.
Wheelchair, speakerphone and Handicab transportation system used to accommodate disability (all at no cost to employee or employer).

Personal Strengths
Interpersonal skills
Administrative ability
Communication orally and written

Financial Incentives for Hiring
None
### Company Information

**Company Name**
U.S. National Bank  
Post Office Box 4412  
Portland, OR  
97208

**Description of Company**
Bank

**Number of Employees**
- 5000 total company  
- 1000 this site

**For more information, contact**
Ronald H. Ryan, Programmer II  
(503) 225-5136 a.m., 289-4570 p.m.

### Requirements of This Job

**Academic Credentials Required**
GED

**Work Experience Required**
None

**Examinations Required**
None

**Other Job Requirements**
None

---

### Job Information

**Locations**
Information not provided

**Benefits**
- Paid vacation  
- Paid holidays  
- Paid sick days  
- Pension  
- FICA  
- Worker's compensation  
- Medical insurance  
- Dental insurance  
- Life insurance

**Work Schedule**
Permanent status  
5 days a week, 6 hours a day  
8:15 a.m. to 12:15 p.m. at bank  
3:30 p.m. to 5:30 p.m. at home

**Work Setting**
Office

**Probationary Period**
None

**Employment History**
- 5 years contract with company  
- 5 years employee in this position

---

**Narrative Description**
Writes and maintains bank application computer programs.

**Physical Demands**
- 100% sedentary

**Physical Activities Performed**
- Sit, see, finger dexterity

**Environmental Conditions**
None

**Special Conditions**
None

**Work Group**
Small group

**Standard Training Period**
4-5 months

**Standard Amount of Direct Supervision**
Minimal
Programmer II
Quadriplegia (Polio)

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Write programs

**Mathematical Tasks**
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)
Special Considerations for This Worker

Limitations
Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina

Special Training
A special, volunteer-staffed training program was implemented including in-home computer terminals. Initial instruction was provided by job coaches. The program was expanded to include other handicapped individuals and later became the basis for the company's programmer training program which includes handicapped and non-handicapped individuals. Employee entered permanent employment upon completion of the special training.

Job Accommodations
Local club for the handicapped obtained job lead.
Schedule adjusted by employer to accommodate employee's limited work endurance (4 hours at bank and 2 hours at home).
Home computer with mainframe access and foot operated shift key used for training provided by state Division of Vocational Rehabilitation.
More sophisticated home computer with full-screen editing and access to mainframe loaned by bank ($4,000).
Program listings and paper supplies carried by coworkers.
New building is totally accessible, and special handles on doors used by employee installed by employer ($100).

Personal Strengths
Reliable
Good work habits
Thorough, attention to detail

Financial Incentives for Hiring
None

Other Job Replication Factors
Commitment and willingness of the employer to make accommodations necessary to hire the handicapped to perform the job.
Company Information

Company Name
Central Maine Power Company
Edison Drive
Augusta, ME 04336

Description of Company
Electric utility

Number of Employees
2000+ total company

For more information, contact
Daniel Waldron, Superintendent
Customer Support Systems
(207) 623-3521 ext. 2679

Requirements of This Job

Academic Credentials Required
Bachelor's degree or computer experience

Work Experience Required
Computer programming preferred (1 year)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
4 years with company
4 years in this position

Narrative Description
Analyzer computer systems and programs computer.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
None
Programmer/Analyst

Deafness, Non-Verbal

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Evaluate for accuracy and completeness

**Computer Tasks**
Enter data into computers
Access data from computers
Write programs
Perform systems analysis

**Mathematical Tasks**
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Use numerical values from charts, diagrams, tables
Use formulas (translating, substituting values)

**Writing Tasks**
Write legibly
Complete forms accurately
Write sentences in standard English
Organize, select, and relate ideas in writing

**Reading Tasks**
Read simple directions
Read technical information

**Communication Tasks**
None

**Manual Perceptual Tasks**
Eye-hand coordination
Use keyboard skills

**Special Considerations for This Worker**

**Limitations**
Hearing, speaking

**Special Training**
None

**Job Accommodations**
Telecommunication device (TTY) was installed on home phone for contacting employee at night when needed (approximately $1200).
Sign-language training provided for employees working with disabled employee (2 hours a week for 8 weeks).

**Personal Strengths**
Intelligent
Logical thought pattern
Excellent problem-solving skills

**Financial Incentives for Hiring**
None
**Programmer/Analyst**

**Company Information**

**Company Name**
Merchant's National Bank  
One Merchant's Plaza, 6955  
Indianapolis, IN 46255

**Description of Company**
Commercial

**Number of Employees**
1,500 total company  
700 this site

**For more information, contact**
Rick Whitener  
Manager, Technical Systems  
(317) 267-7769

**Requirements of This Job**

**Academic Credentials Required**
Associate degree or equivalent experience in data processing.

**Work Experience Required**
Data processing preferred

**Examinations Required**
None

**Other Job Requirements**
Bondable, on call, dress code

**Job Information**

**Wages**
$2,100 per month

**Benefits**
Paid vacation  
Paid holidays  
Paid sick days  
Pension  
FICA  
Worker's compensation  
Medical insurance  
Dental insurance  
Life insurance  
Savings Plan  
Paid Parking

**Work Schedule**
Permanent status  
5 days a week, 8 hours a day  
8:00 a.m. to 5:00 p.m.

**Work Setting**
Office

**Probationary Period**
90 days, as with all new employees

**Employment History**
5 years with company  
2 years in this position

**Narrative Description**
Analyzes information needs and develops computer procedures to meet those needs; develops program specifications; and writes tests and documents programs.

**Physical Demands**
100% sedentary

**Physical Activities Performed**
Sit, see, hear, finger dexterity

**Environmental Conditions**
None

**Special Conditions**
High level of stress (deadlines, etc.)

**Work Group**
Works alone, one-to-one, and in small group

**Standard Training Period**
6 months

**Standard Amount of Direct Supervision**
Minimal
Programmer/Analyst

**Significant Duties**

**Leadership/Administrative/Managerial**

None

**Problem Solving/Reasoning Tasks**

Determine own work activities
Recognize and use appropriate procedures
Collect and organize information
Analyze and synthesize information
Identify alternative approaches or solutions
Review progress periodically
Evaluate for accuracy and completeness
Devise new ideas and better work methods

**Computer Tasks**

Access data from computers
Write programs
Perform systems analysis

**Mathematical Tasks**

Calculate costs
Use formulas (translating, substituting values)

**Writing Tasks**

Organize, select, and relate ideas in writing
Produce intelligible written documents

**Reading Tasks**

Read technical information

**Communication Tasks**

Use appropriate vocabulary and grammar
Give clear oral instructions and directions
Explain activities and ideas clearly
Effectively present information to groups

**Manual Perceptual Tasks**

Eye-hand coordination
Operate machine(s)
Use keyboard skills

**Special Considerations for This Worker**

**Limitations**

Feeling/sensory, handling, fingering, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, on kidney dialysis

**Special Training**

None

**Job Accommodations**

Arrives at work later for 3 days a week.
Personal computer provided at home to accommodate need for kidney dialysis ($3,000).
Co-workers help with coat and meals.
Typing aids are provided by the employee.
Desk top provided by employer raised to accommodate wheelchair ($100).
Special doors installed to bank's secured areas (open when activated by the security system ($8,000)).
Handicapped parking space for personal van located by next door parking garage (paid by the employee).

**Personal Strengths**

Intelligent
Persistent
Positive attitude

**Financial Incentives for Hiring**

Unknown

**Other Job Replication Factors**

Training program at Crossroad Rehabilitation Center was excellent preparation.
**Company Information**

- **Company Name**: Goodwill Industries-Manasota, Inc.  
P.O. Box 98  
Tallahassee, FL 32221

- **Description of Company**: Vocational rehabilitation agency serving handicapped persons.

- **Number of Employees**: 70 full-time, 37 part-time total company. Approximately 55 this site

- **For more information, contact**: Dianne McFarlane, Director Personnel  
(813) 355-2721

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**Requirements of This Job**

- **Academic Credentials Required**: High school diploma
- **Work Experience Required**: Office procedures preferred
- **Examinations Required**: Hearing, vision, typing accuracy/speed
- **Other Job Requirements**: Age 18 minimum, dress code

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**Job Information**

- **Wages**: $5.00 per hour

- **Benefits**:  
  - Paid vacation  
  - Paid holidays  
  - Paid sick days  
  - FICA  
  - Worker's compensation  
  - Unemployment compensation  
  - Medical insurance (available)  
  - Life insurance

- **Work Schedule**:  
  - Permanent status  
  - 5 days a week, 8 hours a day  
  - 7:15 a.m. to 4:00 p.m.

- **Work Setting**: Office reception area

- **Probationary Period**: None

- **Employment History**:  
  - 3 years with company  
  - 3 years in this position

- **Narrative Description**: Gracious, efficient handling of callers and visitors; assists applicants when necessary; and paperflow assignments.

- **Physical Demands**:  
  - 90% sedentary, 10% light work

- **Physical Activities Performed**: Reach, sit, turn, see, hear, finger dexterity

- **Environmental Conditions**: None

- **Special Conditions**: High rate of production  
  - Precision/quality
  - Distracting conditions

- **Work Group**: Works alone, one-to-one with supervisor

- **Standard Training Period**: 5 days

- **Standard Amount of Direct Supervision**: Minimal
Receptionist/Word Processor

Multihandicaps - Polio Residuals, Mobility, Internal Problems

Significant Duties

Leadership/Administrative/Managerial
Recruit, hire, and terminate personnel
(paperwork processing only)
Represent the company at internal functions

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Collect and organize information
Evaluate for accuracy and completeness

Writing Tasks
Copy accurately
Write legibly
Complete forms accurately
Write sentences in standard English
Identify and correct errors in writing

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Report accurately what others have said

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment (labeimaker, telephone, word processor, calculator)
Use keyboard skills

Computer Tasks
Perform word processing

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Handle basic calculations (+, -, x, /)

Special Considerations for this Worker

Limitations
Mathematics, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, uses two crutches, circulatory problems

Personal Strengths
Excellent attitude, personality
Very dependable
Works well with others

Financial Incentives for Hiring
None

Special Training
Employee entered permanent employment upon completion of the standard training period.

Job Accommodations
None
# Resource Manager

**Company Information**

**Company Name**  
HEATH Resource Center  
American Council on Education  
1 DuPont Circle, Suite 800  
Washington, DC 20036

**Description of Company**  
Trade association for colleges and universities/higher education community.

**Number of Employees**  
135 total company  
6 this site

For more information, contact  
Jay Brill, Resource Manager  
(202) 939-9321

## Requirements of This Job

**Academic Credentials Required**  
Master's degree

**Work Experience Required**  
Experience required in education/rehabilitation/student services and experience with persons with disabilities.

**Examinations Required**  
None

**Other Job Requirements**  
None

## Job Information

**Wages**  
$2,300 per month

**Benefits**  
Paid vacation  
Paid holidays  
Paid sick days  
Pension  
FICA  
Worker's compensation  
Unemployment compensation  
Medical insurance  
Dental insurance  
Life insurance

**Work Schedule**  
Permanent status  
5 days a week, 7.5 hours a day  
8:45 a.m. to 4:45 p.m.

**Work Setting**  
Office

**Probationary Period**  
6 months

**Employment History**  
3 years with company  
3 years in this position

**Standard Training Period**  
None

**Standard Amount of Direct Supervision**  
Minimal

**Narrative Description**  
Variable jobs every 20-30 minutes include the following: Manages files, computer data lists, and production of newsletter mailings; performs research and technical writing; interacts with consumers, parents and professionals in person and telephone; designs and creates databases; initiates research projects leading to conferences/publications; and works with professional networks extensively.

**Physical Demands**  
90% sedentary, 10% light work

**Physical Activities Performed**  
Push, pull, reach, balance, stoop, kneel, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity, phone and writing skills

**Environmental Conditions**  
None

**Special Conditions**  
None

**Work Group**  
Works alone, one-to-one, and in small group
### Significant Duties

**Leadership/Administrative/Managerial**
- Provide leadership
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

**Mathematical Tasks**
- Estimate quantities needed to do a job
- Calculate costs
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)

**Manual Perceptual Tasks**
- Eye-hand coordination
- Terminal machine(s) (computers)
- Use keyboard skills
- Develop visual presentations
### Special Considerations for This Worker

#### Limitations
Does not always think through actions or comments; writing, spelling

#### Special Training
None

#### Job Accommodations
- Access to typewriters and a personal computer to accommodate writing impairment (dysgraphia) (no cost).
- Variable duties every 20-30 minutes as part of the job accommodates employee's attention disability.

#### Personal Strengths
- Knowledge of the field
- Technical skills
- Creative ability

#### Financial Incentives for Hiring
None
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Academic Credentials Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest Business, Industry, and Rehabilitation Association</td>
<td>High school diploma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Company</th>
<th>Work Experience Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job search and placement assistance for handicapped individuals.</td>
<td>Office experience and public contact preferred.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Employees</th>
<th>Examinations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 total company</td>
<td>None</td>
</tr>
<tr>
<td>22 this site</td>
<td></td>
</tr>
</tbody>
</table>

For more information, contact Cinda McGinley, Employment Manager (602) 949-0135

<table>
<thead>
<tr>
<th>Wages</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.60 per hour</td>
<td>Answers all incoming calls (6 lines) and routes to appropriate destination; types and sorts mail; and greets clients and incoming guests.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Physical Demands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid vacation</td>
<td>100% sedentary</td>
</tr>
<tr>
<td>Paid holidays</td>
<td></td>
</tr>
<tr>
<td>Paid sick days</td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td></td>
</tr>
<tr>
<td>Worker's compensation</td>
<td></td>
</tr>
<tr>
<td>Unemployment compensation</td>
<td></td>
</tr>
<tr>
<td>Medical insurance</td>
<td></td>
</tr>
<tr>
<td>Dental insurance</td>
<td></td>
</tr>
<tr>
<td>Life insurance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Schedule</th>
<th>Physical Activities Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent status</td>
<td>Reach, sit, see, hear, finger dexterity</td>
</tr>
<tr>
<td>5 days a week, 8 hours a day</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. to 5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Setting</th>
<th>Environmental Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probationary Period</th>
<th>Special Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 days</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment History</th>
<th>Standard Traini. Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months with company</td>
<td>Standard Amount of Direct Supervision</td>
</tr>
<tr>
<td>6 months in this position</td>
<td>Moderate</td>
</tr>
<tr>
<td>Leadership/Administrative/Managerial</td>
<td>Writing Tasks</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said

**Manual Perceptual Tasks**
- Operate machine(s)
- Use keyboard skills

**Writing Tasks**
- None

**Reading Tasks**
- None

**Mathematical Tasks**
- None

**Computer Tasks**
- Enter data into computers
- Perform word processing

**Personal Strengths**
- Communicates by phone and in person
- Types
- Handles various tasks and determines priorities for those tasks

**Limitations**
- Feeling/sensory, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina

**Special Considerations for This Worker**

**Special Training**
- None

**Job Accommodations**
- None

**Financial Incentives for Hiring**
- On-the-job training wage subsidy

**Other Job Replication Factors**
- Be open-minded to having a secretary who can not leave the desk except once or twice daily. Coworkers and other employees must be patient and be flexible (i.e., make copies of own letters).
Company Information

Company Name
NPI
1697 West 2100 North
Lehi, UT 84043

Description of Company
Packaging and wholesale seed company.

Number of Employees
110 total company
40 this site

For more information, contact
Barrie Nielson
Division of Vocational Rehabilitation Specialist
Telephone number not provided

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.50 per hour

Benefits
Paid holidays (after 1 year)
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Factory

Probationary Period
None

Employment History
2 months with company
2 months in this position

Narrative Description
Works in seed packaging division: tears down old containers and packages the seeds for the next season; and works on crew assembling seed display units for retailers.

Physical Demands
30% sedentary, 65% light work, 5% medium work

Physical Activities Performed
Pull, reach, sit, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
5 days

Standard Amount of Direct Supervision
Maximal (constant)
<table>
<thead>
<tr>
<th>Significant Duties</th>
<th>Writing Tasks</th>
<th>Reading Tasks</th>
<th>Communication Tasks</th>
<th>Manual Perceptual Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership/Administrative/Managerial</strong></td>
<td>None</td>
<td>None</td>
<td>Identify work-related symbols/signs</td>
<td>Listen</td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td>Follow intent of oral directions</td>
<td>Follow intent of oral directions</td>
</tr>
<tr>
<td><strong>Problem Solving/Reasoning Tasks</strong></td>
<td></td>
<td></td>
<td></td>
<td>Eye-hand coordination</td>
</tr>
<tr>
<td>Conduct work activities in appropriate sequence</td>
<td></td>
<td></td>
<td></td>
<td>Hand work</td>
</tr>
<tr>
<td>Evaluate for accuracy and completeness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Computer Tasks</strong></td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematical Tasks</strong></td>
<td>Count</td>
<td>Identify work-related symbols/signs</td>
<td>Listen</td>
<td></td>
</tr>
<tr>
<td>Count</td>
<td></td>
<td></td>
<td>Follow intent of oral directions</td>
<td>Eye-hand coordination</td>
</tr>
<tr>
<td>Understand order (e.g., first, second, last)</td>
<td></td>
<td></td>
<td></td>
<td>Hand work</td>
</tr>
</tbody>
</table>

### Special Considerations for This Worker

#### Limitations
- Low frustration tolerance, reading, writing, spelling, mathematics, cannot work alone, remembering, speaking, following spoken directions, following written directions, brain injured

#### Special Training
- Job coach provided 100% of the initial special training.

#### Job Accommodations
- Job placement and on-the-job training by agency job coach.
- Follow-up services (2-3 contacts per week) continue to be provided for the employer/employee.

#### Personal Strengths
- Performs repetitive jobs
- Gets along with coworkers
- Good eye-hand coordination

#### Financial Incentives for Hiring
- None

#### Other Job Replication Factors
- The job placement has gone smoothly except for two outbursts of frustration. Since this employee may act out frustrations, employer has been tolerant within limits.
Senior Custodian

Cerebral Palsy

D.O.T. #381.087-014

Company Information

Company Name
University of California-Davis Medical Center
2315 Stockton Boulevard
Sacramento, CA 95817

Description of Company
Teaching hospital

Number of Employees
3,000 total company
3,000 this site

For more information, contact
Debbie Rund
Senior Personnel Analyst
(916) 453-2718

Job Information

Wages
$7.56 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
6:45 a.m. to 3:15 p.m.

Work Setting
Hospital

Probationary Period
6 months

Employment History
6 months with company
1 month in this position

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Hospital/medical setting custodial work required.

Examinations Required
Physical

Other Job Requirements
Driver's license

Narrative Description
Cleans hospital areas including floors, walls, restrooms, offices, etc.; and uses equipment such as vacuums, buffers, shampooers, mops, etc.

Physical Demands
100% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, turn, see, depth perception, finger dexterity

Environmental Conditions
Dirt, dust, odors, moving objects

Special Conditions
None

Work Group
Works alone

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate
Senior Custodian

Cerebral Palsy

**Significant Duties**

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

**Computer Tasks**
None

**Mathematical Tasks**
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than

**Writing Tasks**
- Complete forms accurately

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions

**Communication Tasks**
- Follow intent of oral directions

**Manual Perceptual Tasks**
- Eye-hand coordination
- Use job-specific hand tools and equipment (mops, brooms)
- Operate job-related power tool(s) (vacuums, buffers, shampooers)

---

**Special Considerations for This Worker**

**Limitations**
Although cerebral palsy often presents limitations, this employee has none that affect job performance.

**Special Training**
None

**Job Accommodations**
Coworkers possessing a required driver's license transport trash to dumpster area.

---

**Personal Strengths**
- Good attendance
- Willing to work hard and do the extra
- Takes pride in own work

**Financial Incentives for Hiring**
None
Senior Designer

Company Information

Company Name
Philadelphia Electric Company
2301 Market Street, Box 8699
Philadelphia, PA 19101

Description of Company
Provide electric, gas and steam service.

Number of Employees
10,000+ total company
3,000 this site

For more information, contact
Harold W. Godwin, P.E.
Senior Designer
(215) 841-4197

Requirements of This Job

Academic Credentials Required
High school diploma, associate degree

Work Experience Required
Work experience beneficial

Examinations Required
Physical, hearing, vision, urinalysis

Other Job Requirements
On call

Job Information

Wages
$4,600+ per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker’s compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:15 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
6 months (standard)

Employment History
35+ years with company
3 years in this position

Narrative Description
Inspections (on-site) for accuracy of documentation of electrical, electronic, and communication systems; designs new systems from engineering conception to installation; upgrades existing systems; and maintains accurate documentation of all systems ranging from small buildings to all system equipment.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, balance, sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity, move wheelchair

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
Information not provided

Standard Amount of Direct Supervision
None
Senior Designer
Paraplegia

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Implement company policies
- Specify goals and work tasks of others
- Represent the company at internal functions
- Represent the company at external functions
- Report to president on handicapped issues

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Coordinate interdepartmental communication tasks

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Computer aided design equipment operation

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use keyboard skills
- Develop visual presentations
Special Considerations for T: s Worker

Limitations
Lifting, carrying, standing, walking, kneeling, squatting

Special Training
None

Job Accommodations
New design desk purchased by employer to accommodate height of wheelchair ($500).
Desks moved 3" to provide wheelchair access through aisles.
Bathroom accessible by relocating stall and installing a wider door ($20).
Parking space for handicapped employees provided by employer.

Personal Strengths
Willing to work
Willing to learn
Positive approach to life

Financial Incentives for Hiring
None

Other Job Replication Factors
Special desks now available at minimal expense. Design desks now generally in use need little if any adaptation.
First line supervisor should involve employee with handicap in problem solving regarding the accommodation.
**Senior Medical Research and Development Specialist**

**Company Information**

**Company Name**
EER Systems
20251 Century Boulevard
Germantown, MD 20874

**Description of Company**
Consulting organization providing various services to the United States Government.

**Number of Employees**
400 total company
40 this site

**For more information, contact**
John J. Gavin, Ph.D.
(301) 428-0414

**Requirements of This Job**

**Academic Credentials Required**
Doctorate

**Work Experience Required**
Increasing responsibilities in the pharmaceutical industry required.

**Examinations Required**
None

**Other Job Requirements**
None

**Job Information**

**Wages**
Information not provided

**Benefits**
- Paid vacation
- Paid holidays
- Paid sick days
- Dental insurance
- Life insurance
- 410K Plan investment

**Work Schedule**
Permanent status
5 days a week, 8 hours a day
Time of work varies

**Work Setting**
Office

**Probationary Period**
None

**Employment History**
- 2 years with company
- 2 years in this position

**Narrative Description**
Responsible for scientific aspects and regulations involving biologicals and drugs.

**Physical Demands**
100% sedentary

**Physical Activities Performed**
Sit

**Environmental Conditions**
None

**Special Conditions**
None

**Work Group**
Small group

**Standard Training Period**
None

**Standard Amount of Direct Supervision**
None
Senior Medical Research and Development Specialist

Multihandicaps - Deafness (Profound) - Orthopedic Impairment

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Implement company policies
- Supervise personnel
- Represent the company at external functions

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

**Computer Tasks**
- Access data from computers
- Perform word processing

**Manual Perceptual Tasks**
- None

**Writing Tasks**
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Read technical information

**Communication Tasks**
- Stay on the topic in job-related conversations
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Mathematical Tasks**
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

---

**Special Considerations for This Worker**

**Limitations**
- Kneeling, squatting, availability of interpreter, hearing

**Special Training**
- None

**Job Accommodations**
- An interpreter/secretary is available to accommodate employee's deafness.

**Personal Strengths**
- Extensive scientific background and accomplishments
- Delegates responsibilities and supervises work in progress
- Inmate ability to perceive requirements and initiate action prior to receipt of the task

**Financial Incentives for Hiring**
- None

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---
Shrink-Wrap Sealer/Return Stocker

Company Information

Company Name
Camelot Enterprises, Inc.
8000 Freedom Ave. N.W.
North Canton, OH 44720

Description of Company
Warehouse distributor for cassette tapes, albums, etc.

Number of Employees
Approximately 325 this site

For more information, contact
Dan Denino, Human Resources
(216) 494-2282

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.00 per hour

Benefits
- Paid vacation
- Paid holidays
- Paid sick days
- Pension
- FICA
- Worker's compensation
- Medical insurance
- Dental insurance
- Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Warehouse

Probationary Period
30 days

Employment History
1 year with company
1 year in this position

Narrative Description
Shrink wraps products that need to be returned to stock; returns the product to stock; and assists in other related job.

Physical Demands
20% sedentary, 80% light work

Physical Activities Performed
Push, pull, reach, stoop, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Moving objects

Special Conditions
None

Work Group
Works alone, one-to-one and in small and large groups

Standard Training Period
2 days (by group leader)

Standard Amount of Direct Supervision
Minimal
Significant Duties

Leadership/Administrative/Managerial
Implement company policies

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials

Mathematical Tasks
Understand order (e.g., first, second, last)
Estimate quantities needed to do a job

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said

Computer Tasks
None

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Use job-specific hand tools and equipment
Operate machine(s)

Special Considerations for This Worker

Limitations
Feeding, writing, spelling, mathematics, (related to disability), vision

Personal Strengths
Follows directions
Gets along with others
Accomplishes job task

Special Training
None

Financial Incentives for Earning
None

Job Accommodations
None
Company Name
Family Pride Foods
18020 South Oak Park Avenue
Tinley Park, IL 60477

Description of Company
Grocery store

Number of Employees
250 total company
45 this site

For more information, contact
Edward Marthaler, Manager
(312) 532-1400

Company Information

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum

Job Information

Wages
$3.85 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent status
4-5 days a week, 5 hours a day
3:00 p.m. to 8-9:00 p.m.

Work Setting
Grocery store

Probationary Period
30 days

Employment History
1 year with company
1 year in this position

Narrative Description
Puts up stock; sorts pop bottles; bags groceries; sweeps; checks in products; and assists customers.

Physical Demands
90% medium work, 10% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-on-one and in small group

Standard Training Period
14 days

Standard Amount of Direct Supervision
Moderate
Leadership/Administrative/Managerial
Implement company policies
Specify goals and work tasks of others
Supervise personnel

Problem Solving/Reasoning Tasks
Determine own work activities
Recognize and use appropriate procedure
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials
Collect and organize information
Identify alternative approaches or solutions
Evaluate for accuracy and completeness
Correct deficiencies
Devise new ideas and better work methods

Computer Tasks
Enter data into computers
Access data from computers

Mathematical Tasks
Count
Understand order (e.g., first, second, last)
Understand concepts of greater than and less than
Handle basic calculations (+,-,x,/) Estimate quantities needed to do a job
Calculate costs
Price products

Writing Tasks
Write legibly

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations
Report accurately what others have said
Give clear oral instructions and directions
Explain activities and ideas clearly

Manual Perceptual Tasks
Eye-hand coordination
Handwork
Construe, fabricate or assemble materials
Use job-specific hand tools and equipment
Tend machine(s)
Operate machine(s)

Other Significant Duties or Job Features
Customer relations very important!
## Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
<th>Financial Incentives for Hiring</th>
<th>Other Job Replication Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low frustration tolerance</td>
<td>Positive customer relations</td>
<td>None</td>
<td>Create a fair work environment/equal treatment for all employees; work within employee limitations.</td>
</tr>
<tr>
<td>Special Training: one</td>
<td>Follows directions/works independently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Accommodations: None</td>
<td>Conscientious</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Supervisory Research Chemist

Company Information

Company Name:
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company:
U.S. Government research laboratory
performing chemical, microbiological,
and engineering research related to
agriculture. Main products are
research publications and patents.

Number of Employees:
8,000 total company
320 this site

For more information, contact:
L. H. Princen, Center Director
(309) 685-4011 Ext. 540

Requirements of This Job

Academic Credentials Required:
Doctorate

Work Experience Required:
Postdoctoral research experience
desired.

Examinations Required:
None

Other Job Requirements:
Civil service exam

Job Information

Wages:
$5,444 per month

Benefits:
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule:
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting:
Laboratory office and research
area

Probationary Period:
1 year

Employment History:
36 years with company
11 years in this position

Work Group:
Large group

Standard Training Period:
None

Standard Amount of Direct Supervision:
Minimal

Narrative Description:
As a Research Leader, conducts and
supervises basic and applied research
on fungal metabolism, mycotoxin bio-
synthesis, chemistry of mycotoxins,
analytical methods for mycotoxins,
and ecology of mycotoxin-producing
fungi in various agricultural com-
modities; display supervisory, honest
and intellectual leadership and co-
operative relationships with uni-
versities, industries, research
institutes and other govern-
ment agencies; and assures agency Equal
Employment Opportunity.

Physical Demands:
100% sedentary

Physical Activities Performed:
Reach, sit, turn, see, color vision,
depth perception, hear, sense of
smell, sense of taste, sense of
touch, finger dexterity

Environmental Conditions:
Odors, mechanical hazards, burns,
electrical hazards, toxic conditions

Special Conditions:
High rate of production
Precision/quality
Distracting conditions
High level of stress
Supervisory Research Chemist

Infantile Poliomyelitis

**Significant Duties**

**Leadership/Administrative/Managerial**
- Provide leadership
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

**Computer Tasks**
- Be aware of computer capabilities used by secretary

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/) 
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

**Reading Tasks**
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment (glassware, analytical equipment)
- Develop visual presentations
Special Considerations for This Worker

Limitations
Physical limitations related to disability

Special Training
A one-week formal supervisory training course provided by the agency or office of personnel management was required twice for all supervisors. A certificate was awarded to the employee upon completion of the special training.

Job Accommodations
Special arrangements for evacuation made with Emergency Brigade to accommodate limited mobility. Special parking space and ramp provided for easy access to building to accommodate employee's specialized van with motorized side door for Amigo wheelchair (cost unknown).

Personal Strengths
Technical skills and abilities
Desire to work and excel
Leadership qualities

Financial Incentives for Hiring
None

Other Job Recruitment Factors
Employee contracted polio as a young child. Although physically weakened, decided to obtain an academic education and chose chemistry as major. Received Ph.D., conducted postdoctoral research, and was hired at this Research Center as an analytical chemist. Progressed rapidly and became world authority in field of research. Has been a Research Leader for many years. Now manages and supervises a team of 13 scientists and 13 technicians with a budget of over $1 million.

When a broken hip resulting from a fall (10 years ago) prevented employee from walking, employee acquired an Amigo motorized wheelchair and a special van. With these assists, employee is able to go anywhere, including vacations, where employee drives self, and long airplane trips to international technical conferences. Throughout career, served on local and national committees, technically oriented and in the service of handicapped, minorities, Equal Employment Opportunity, and education.
<table>
<thead>
<tr>
<th><strong>Company Information</strong></th>
<th><strong>Requirements of This Job</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name</strong></td>
<td>Academic Credentials Required</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
<td>High school diploma</td>
</tr>
<tr>
<td>JFK Post Office</td>
<td>Work Experience Required</td>
</tr>
<tr>
<td>Boston, MA 02203</td>
<td>None</td>
</tr>
<tr>
<td><strong>Description of Company</strong></td>
<td>Examinations Required</td>
</tr>
<tr>
<td>Taxpayer Assistance Service</td>
<td>None</td>
</tr>
<tr>
<td><strong>Number of Employees</strong></td>
<td>Other Job Requirements</td>
</tr>
<tr>
<td>1200 this site</td>
<td>Bondable</td>
</tr>
<tr>
<td></td>
<td>Dress code</td>
</tr>
<tr>
<td></td>
<td>Civil Service exam</td>
</tr>
<tr>
<td><strong>For more information, contact</strong></td>
<td></td>
</tr>
<tr>
<td>Marguerite Hines</td>
<td></td>
</tr>
<tr>
<td>Handicapped Recruitment Coordinator</td>
<td></td>
</tr>
<tr>
<td>(617) 223-6017</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Information</strong></th>
<th><strong>Narrative Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wages</strong></td>
<td>Assists taxpayers who are delinquent with payments to IRS by setting up payment plans or other arrangements.</td>
</tr>
<tr>
<td>$519.25 per month</td>
<td></td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>Physical Demands</td>
</tr>
<tr>
<td>Paid vacation</td>
<td>100% sedentary</td>
</tr>
<tr>
<td>Paid holidays</td>
<td></td>
</tr>
<tr>
<td>Paid sick days</td>
<td>Physical Activities Performed</td>
</tr>
<tr>
<td>FICA</td>
<td>Sit, hear, see, sense of touch</td>
</tr>
<tr>
<td>Worker’s compensation</td>
<td></td>
</tr>
<tr>
<td>Unemployment compensation</td>
<td></td>
</tr>
<tr>
<td>Medical insurance</td>
<td>Environmental Conditions</td>
</tr>
<tr>
<td></td>
<td>Dry, noise</td>
</tr>
<tr>
<td><strong>Work Schedule</strong></td>
<td>Special Conditions</td>
</tr>
<tr>
<td>700 hour trial appointment</td>
<td>Precision/quality</td>
</tr>
<tr>
<td>5 days a week, 4 hours a day</td>
<td></td>
</tr>
<tr>
<td>4:00 p.m. to 8:00 p.m.</td>
<td>Work Group</td>
</tr>
<tr>
<td><strong>Work Setting</strong></td>
<td>Works alone</td>
</tr>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td><strong>Probationary Period</strong></td>
<td>Standard Training Period</td>
</tr>
<tr>
<td>1 year after completion of trial appointment</td>
<td>4 months (with supervisor/job coach)</td>
</tr>
<tr>
<td><strong>Employment History</strong></td>
<td>Standard Amount of Direct Supervision</td>
</tr>
<tr>
<td>4 months with company</td>
<td>Minimal</td>
</tr>
<tr>
<td>4 months in this position</td>
<td></td>
</tr>
</tbody>
</table>
Tax Examiner

**Leadership/Administrative/Managerial**
* Implement company policies

**Problem Solving/Reasoning Tasks**
* Determine own work activities
* Recognize and use appropriate procedures
* Conduct work activities in appropriate sequence
* Collect and organize information
* Analyze and synthesize information
* Identify alternative approaches/solutions
* Evaluate for accuracy and completeness
* Correct deficiencies

**Computer Tasks**
* Enter data into computers
* Access data from computers

**Mathematical Tasks**
* Understand order (e.g., first, second, last)
* Understand concepts of greater than and less than
* Handle basic calculations (+,-,x,/) 
* Calculate costs
* Use numerical values from charts, diagrams, tables

**Writing Tasks**
* Copy accurately
* Complete forms accurately

**Reading Tasks**
* None

**Communication Tasks**
* Listen
* Follow intent of oral directions
* Talk
* Speak clearly
* Use appropriate vocabulary and grammar
* Stay on the topic in job-related conversations
* Report accurately what others have said
* Give clear oral instructions and directions
* Explain activities and ideas clearly

**Manual Perceptual Tasks**
* Operate machine(s)
* Use keyboard skills

---

Quadriplegia C-5
### Special Considerations for This Worker

#### Limitations
Carrying, lifting, reaching, grasping, handling, fingerling, pushing, pulling, feeling/sensory, balancing, standing, walking, climbing, kneeling, squatting, bending

#### Special Training
None

#### Job Accommodations
Computer terminal was modified by employer for employee to obtain appropriate file, and call tax paper directly.
Four foot ramp constructed at work site by employer (estimated $300).
Page-turner for IRS manuals provided when necessary ($2,000).
Pertinent information from IRS manual placed on wall around cubicle assists worker for ready access (no cost).
Tape recorder provided to tape transaction with taxpayer and updating file after conversation (no cost).
Personal care attendant to transport to and from work.
Job development and brief follow-up by National Spinal Cord Injury Association.
Personal care attendant assists in preparing for work.

#### Personal Strengths
Motivated to work
Takes and gives information
Analyzes information/situation

#### Financial Incentives for Hiring
None
Telephone Information Operator

D.O.T. #235.662-022

Company Information

Company Name
Utah Transit Authority
3600 South 700 West
Salt Lake City, UT 84130

Description of Company
Public transportation in 4 counties.

Number of Employees
888 total company
500 this site

For more information, contact
Barbara H. Halt
Supervisor Customer Service
(801) 262-5526 Ext. 3211

Job Information

Wages
$7.50 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
4 days · week, 40 hours a week
6:00 a.m. to 4:30 p.m.
Rotating shifts

Work Setting
Office

Probationary Period
90 days

Employment History
8 years with company
8 years in this position

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Dealing with the public preferred (1 year)

Examinations Required
Physical

Other Job Requirements
None

Narrative Description
Provides accurate, complete, courteous information to the public; must know 4 county area completely and accurately; are able to handle irate customers courteously.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, hear

Environmental Conditions
Hot, cold, noise

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone and in large group

Standard Training Period
120 hours

Stand:... Amount of Direct Supervision
Minimal
Telephone Information Operator

**Blindness**

### Significant Duties

**Leadership/Administrative/Managerial**
None

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information

**Computer Tasks**
- Enter data into computers
- Access data from computers
- Will be implementing computers in the future and this employee will be doing these tasks. A voice activated computer will be provided.

**Mathematical Tasks**
- Count

**Writing Tasks**
None

**Reading Tasks**
- Identify work-related symbols/signs

**Communication Tasks**
- Listen
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

**Manual Perceptual Tasks**
- Operate machine(s)
- Use keyboard skills

### Special Considerations for This Worker

**Limitations**
- Acceptance of supervision, interactions with coworkers, vision, lifting, carrying

**Special Training**
None

**Job Accommodations**
A Tiel printer was installed on the computer to print out employee’s schedule and other data in braille to replace the time consuming braille typewriter (estimated $1,000).

**Personal Strengths**
- Works with and handles irate customers
- Understands and reads maps and knows directions
- Communicates clear and precise instructions

**Financial Incentives for Hiring**
None
Telephone Operator

D.O.T. #235.662-022

Company Information

Company Name
Northern Regional Research Center,
ARS, USDA
1815 North University Street
Peoria, IL 61604

Description of Company
U.S. government research laboratory performing chemical, microbiological, and engineering research related to agriculture. Main products are research publications and patents.

Number of Employees
8,000 (ARS) total company
320 this site

For more information, contact
L. H. Princen, Center Director
(309) 685-4011, Ext. 540

Job Information

Wages
$1,144.00 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Laboratory reception area

Probationary Period
1 year

Employment History
8 years with company
6 years in this position

Work Group
Works alone

Standard Training Period
5 days (provided by predecessor)

Standard Amount of Direct Supervision
Minimal

Narrative Description
Directs visitors to proper offices or to staff members for the desired information; maintains a card-record file of visitors; operates a switchboard; maintains a card file of employees, and up-to-date code strip listing of employees and extensions for ready reference; prepares weekly changes for publication and distribution to employees; substitutes for file clerk and office machine operator, when required; and performs related duties as assigned.

Physical Demands
100% sedentary

Physical Activities Performed
Push, reach, sit, see, hear, finger dexterity

Environmental Conditions
No

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress
(Conditions can occur occasionally, not constantly)
### Significant Duties

**Leadership/Administrative/Managerial**  
None

**Problem Solving/Reasoning Tasks**  
Determine own work activities  
Recognize and use appropriate procedures  
Conduct work activities in appropriate sequence  
Collect and organize information  
Identify alternative approaches or solutions

**Computer Tasks**  
None

**Mathematical Tasks**  
Count  
Understand order (e.g., first, second, last)  
Understand concepts of greater than and less than  
Use numerical values from charts, diagrams, tables

**Writing Tasks**  
Copy accurately  
Write legibly  
Write sentences in standard English  
Organize, select, and relate ideas in writing

**Reading Tasks**  
Identify work-related symbols/signs  
Read simple directions

**Communication Tasks**  
Listen  
Follow intent of oral directions  
Talk  
Speak clearly  
Use appropriate vocabulary and grammar  
Stay on the topic in job-related conversations  
Report accurately what others have said  
Give clear oral instructions and directions  
Effectively present information to groups

**Manual Perceptual Tasks**  
Eye-hand coordination  
Hand work  
Use job-specific hand tools and equipment (clerical equipment)  
Operate machine(s) (telephone switchboard, typewriter)

**Other Significant Duties or Job Features**  
Make good first impression when answering phone or receiving visitors to Center.

### Special Considerations for This Worker

**Limitations**  
Standing, walking

**Special Training**  
Employee entered permanent employment upon completion of the training.

**Job Accommodations**  
Assistance provided by members of Emergency Brigade to accommodate rapid mobility needs.  
Special city minibus service is provided for employees who are handicapped and cannot drive or use regular bus service.

**Personal Strengths**  
Desire to work  
Desire to learn  
Friendly

**Financial Incentives for Hiring**  
None

**Other Job Replication Factors**  
Employees at Center gave incumbent an Amigo motorized wheelchair or Christmas several years ago which improved mobility greatly.
Company Name
Automatic Data Processing
8550 Marshall Drive
Lenexa, KS 66214

Description of Company
Data processing company producing a payroll as the main product.

Number of Employees
20,000 total company
124 this site

For more information, contact
Caroline Yeo, Personnel Manager
(913) 492-4200

Wages
$5.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance (after 1 year)
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:30 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
2 months with company
2 months in this position

Narrative Description
Answers calls and takes messages.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, turn, hear, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
2 days

Standard Amount of Direct Supervision
Minimal
**Significant Duties**

<table>
<thead>
<tr>
<th><strong>Leadership/Administrative/Managerial</strong></th>
<th><strong>Writing Tasks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Write legibly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Problem Solving/Reasoning Tasks</strong></th>
<th><strong>Reading Tasks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Computer Tasks</strong></th>
<th><strong>Communication Tasks</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Listen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematical Tasks</strong></th>
<th><strong>Follow intent of oral directions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Manual Perceptual Tasks</strong></th>
<th><strong>Speak clearly</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye-hand coordination</td>
<td></td>
</tr>
<tr>
<td>Hand work</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Limitations</strong></th>
<th><strong>Use appropriate vocabulary and grammar</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Special Training</strong></th>
<th><strong>Stay on the topic in job-related conversations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Accommodations</strong></th>
<th><strong>Report accurately what others have said</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enlarged numbers were put on phone to accommodate visual impairment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Personal Strengths</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Courteous to customer</td>
</tr>
<tr>
<td>Have a positive attitude</td>
</tr>
<tr>
<td>Takes messages correctly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Financial Incentives for Hiring</strong></th>
<th>None</th>
</tr>
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<tbody>
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</tbody>
</table>
Transportation Coordinator

D.O.T. #184.167-226

Company Information

Company Name
Intracorp
2900 Wilcrest #275
Houston, TX 77042

Description of Company
Cost containment and case management of disability cases.

Number of Employees
Approximately 4,000 total company
30 this site

For more information, contact
Margaret Stuart, Unit Manager
(713) 780-4433

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Preferred

Examinations Required
None

Other Job Requirements
Driver's license
Own vehicle
Dress code

Company Information

Company Name
Intracorp
2900 Wilcrest #275
Houston, TX 77042

Description of Company
Cost containment and case management of disability cases.

Number of Employees
Approximately 4,000 total company
30 this site

For more information, contact
Margaret Stuart, Unit Manager
(713) 780-4433

Job Information

Wages
$1,370 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
401K savings plan
Profit sharing

Narrative Description
Coordinates travel for handicapped persons via agency van/car transportation service; supervises drivers; maintains schedules; and tracks expenses.

Physical Demands
100% sedentary

Physical Activities Performed
Pull, reach, sit, turn, see, depth perception, hear, sense of touch

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
2 months

Standard Amount of Direct Supervision
Moderate
Transportation Coordinator

**Significant Duties**

**Leadership/Administrative/Managerial**
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel

**Problem Solving/Reasoning Tasks**
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Analyze and synthesize information
- Identify alternative approaches or solutions

**Computer Tasks**
- None

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job
- Calculate costs

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Produce intelligible written documents

**Reading Tasks**
- Identify work-related symbols/signs

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Conversations
- Report accurately what others have said
- Give clear oral instructions and directions

**Manual Perceptual Tasks**
- None

**Special Considerations for This Worker**

**Limitations**
- Handling, fingering, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, paralysis (quadriplegia)

**Personal Strengths**
- Follows procedure
- Thinks through solving of problems
- Visualizes concepts

**Financial Incentives for Hiring**
- None

**Special Training**
- None

**Job Accommodations**
- Tables, a slanted table-top for maps and files in open slots are used to accommodate wheelchair.
- Building ramp, accessible bathroom and elevator are available to accommodate wheelchair.
- Employee modified van is used for transportation.
Truck Driver

Company Information

Company Name
Goodwill Industries of Pittsburgh
2600 East Carson Street
Pittsburgh, PA 15203

Description of Company
Social service agency dedicated to the vocational rehabilitation of disabled workers.

Number of Employees
330 total company
240 this site

For more information, contact
Sharon J. Hundley
Coordinator of Personnel
(412) 481-9005

Requirements of This Job

Academic Credentials Required
GED or high school diploma

Work Experience Required
Good driving record preferred.

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Driver's license

Job Information

Wages
$4.45 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Regular status
5 days a week, 7.5 hours a day
8:00 a.m. to 4:00 p.m.

Work Setting
Mostly city traffic and loading dock

Probationary Period
3 months

Employment History
20 years with company
1.5 years in this position

Narrative Description
Duties include: driving trucks and other vehicles; transports materials; loads and unloads; inspects truck equipment and supplies daily; accepts assignments on regular route pick-ups, special pick-ups, box calls, or driving the refuse truck; keeps in contact with dispatcher and reports all accidents.

Physical Demands
50% medium work, 50% heavy work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, crouch, sit, turn, see, color vision, depth perception, hear, finger dexterity

Environmental Conditions
Seasonal elements

Special Conditions
None

Work Group
Small group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Moderate
# Truck Driver

## Significant Duties

<table>
<thead>
<tr>
<th>Leadership/Administrative/Managerial</th>
<th>Writing Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represent the company at external functions</td>
<td>Copy accurately</td>
</tr>
<tr>
<td></td>
<td>Write legibly</td>
</tr>
<tr>
<td></td>
<td>Complete forms accurately</td>
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<tr>
<td></td>
<td>Write sentences in standard English</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem Solving/Reasoning Tasks</th>
<th>Communication Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize and use appropriate procedures</td>
<td>Listen</td>
</tr>
<tr>
<td>Conduct work activities in appropriate sequence</td>
<td>Follow intent of oral directions</td>
</tr>
<tr>
<td>Follow road directions</td>
<td>Talk</td>
</tr>
<tr>
<td></td>
<td>Speak clearly</td>
</tr>
<tr>
<td></td>
<td>Use appropriate vocabulary and grammar</td>
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<tr>
<td></td>
<td>Give clear oral instructions and directions</td>
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<table>
<thead>
<tr>
<th>Computer Tasks</th>
<th>Manual Perceptual Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Eye-hand coordination</td>
</tr>
<tr>
<td></td>
<td>Use job-specific hand tools and equipment (material handling tools and equipment)</td>
</tr>
<tr>
<td></td>
<td>Operate job-related power tool(s)</td>
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</tbody>
</table>

## Special Considerations for This Worker

<table>
<thead>
<tr>
<th>Limitations</th>
<th>Personal Strengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance of supervision, interactions with coworkers</td>
<td>Dependable</td>
</tr>
<tr>
<td></td>
<td>Initiates</td>
</tr>
<tr>
<td></td>
<td>Productive</td>
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<table>
<thead>
<tr>
<th>Special Training</th>
<th>Financial Incentives for Hiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Accommodations</th>
<th>Other Job Replication Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement services and support provided by Goodwill staff during training.</td>
<td>Helping to develop the basic work requirements: reporting to work on time, learning to cooperate with coworkers, supervisors, and the public, working in a timely fashion and avoiding unsafe acts.</td>
</tr>
</tbody>
</table>
Company Name
Personnel Office
National Institute for Occupational Safety and Health
Robert A. Taft Laboratory, Room 143
4676 Columbia Parkway
Cincinnati, OH 45226

Description of Company
Plans, directs, and coordinates a national program to develop and establish recommended occupational safety and health standards. Conducts research, training, technical assistance, and related activities to assure safe and healthful working conditions for every working person.

Number of Employees
3,800 total company
800 this site

For more information, contact
Vicky L. Henry
Personnel Staffing Specialist
(513) 533-8211

Requirements of This Job

Academic Credentials Required
GED or high school diploma

Work Experience Required
Experience in examining and processing invoices, orders, vouchers.

Examinations Required
Documentation from Bureau Vocational Rehabilitation - Job Ready

Other Job Requirements
Handicap - special appointing authority

Job Information

Wages
$1,053 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
4 years with company
2 months in this company

Narrative Description
Performs examinations of vouchers and related supporting documents to determine accuracy, adequacy, and allowability of facts and figures; reviews and orders contract files; and computes prices, extensions, costs and discounts.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group.

Standard Training Period
12 months

Standard Amount of Direct Supervision
Moderate
Voucher Examiner

Mental Restoration

**Significant Duties**

**Leadership/Administrative/Managerial**
- Implement company policies

**Problem Solving/Reasoning Tasks**
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Correct deficiencies

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

**Reading Tasks**
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use keyboard skills

**Computer Tasks**
- Perform word processing

**Mathematical Tasks**
- Count
- Understand order (e.g., first, second, last)
- Calculate costs

**Writing Tasks**
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English

**Reading Tasks**
- Read simple directions
- Read technical information

**Communication Tasks**
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said

**Manual Perceptual Tasks**
- Eye-hand coordination
- Hand work
- Use keyboard skills

**Personal Strengths**
- Background in accounting
- Follows through with the Handicap Authority
- Goes to college for more accounting

**Financial Incentives for Hiring**
- None

**Special Considerations for This Worker**

**Limitations**
- None

**Special Training**
- Employer provides initial word processing training for all employees.
- Employee received a certificate upon completion of the training.

**Job Accommodations**
- None
Section III

Employing Persons With Disabilities: The Employer Perspective
EMPLOYING PERSONS WITH DISABILITIES: THE EMPLOYER PERSPECTIVE

Introduction

During the last few years "Hire the Handicapped" slogans have frequently appeared in the local and national media. Employers have been encouraged to hire persons with disabilities. According to recent research on the employment of persons with disabilities, two-thirds of the disabled persons between the ages of 16 and 64 are still not working. Does this mean that disabled persons are not successfully employed? Does it suggest that employers are refusing to hire disabled persons? What is the employer's perspective on hiring persons with disabilities?

This chapter will look at the employment of persons with disabilities from the employer's point of view. What do employers expect from disabled applicants? What barriers prevent employment? Can persons with disabilities get the job done? What do employers expect from job placement counselors, vocational and special educators and others? What can teachers, counselors and other service providers do to assist persons with disabilities obtain employment?

Hiring Versus Employing

Hiring the disabled person is only a single act, a one time activity. The real issue is employment, which is an ongoing activity. Employment involves recruiting, interviewing, hiring, orienting to the job, supervising, training, assistance in maintaining the job and sometimes firing the disabled person (Jamison, 1976).

Employers have recognized that employment is more than hiring. Many human considerations are involved. John McLean, former professor at the Harvard Graduate School of Business and former chief executive officer of Continental Oil was quoted by Jamison (1976) as saying that the primary purpose of business is to earn a profit - with decency. This means much more than avoiding the illegal or unethical. It means contributing positively, in terms of human values, to the general welfare. To the traditional business concerns about resource availability, production costs, and market acceptability must be added the relatively new factors associated with anti-pollution, consumer protection and equality in employment. Jamison contended that human considerations must take first priority in any undertaking and that every institution, be it a
college or a corporation, must operate for the benefit of society. Disabled people are a part of that society and deserve to share in those benefits.

Respect for the human factor is one of today's major themes in conducting a successful business. Waterman (1987) in his book *The Renewal Factor* listed teamwork, trust, politics and power as one of the eight attributes of renewing companies. In this theme renewers stress the value of teamwork and trust their employees to do the job. It is only logical that this trust would be extended to persons with disabilities who are qualified to do the job.

**Employer Satisfaction**

Employers have for a period of time perceived qualified persons with disabilities as prospective candidates for employment. Jamison (1976) defined "qualified" as the ability to do the job in question at the time of application or with standard training. The focus is therefore on the persons abilities, not his or her disabilities.

The Harris Survey (1987) conducted for the International Center for the Disabled (ICD) in New York and the National Council of the Handicapped showed that employer's were satisfied with the work of disabled employees. Highlights of these positive perceptions are:

1. Overwhelming majorities of managers give disabled employees a good or excellent rating on their overall job performance. Only one in twenty managers say that disabled employees' job performance is only fair, and virtually no one says that they do poor work.

2. Nearly all disabled employees do their jobs as well or better than other employees in similar jobs.

3. Eight out of ten department heads and line managers feel that disabled employees are no harder to supervise than non-disabled employees. Eighty-four percent of line managers who have supervised disabled employees, and 80 percent of those who have not, feel this way.

4. The majority of managers (60 percent of top managers and 61 percent of E.E.O. officers) report that their companies can provide in-house training for disabled employees.

**Barriers to Employment as Perceived by Employers**

Most employers in the Harris Survey believed a lack of proper education to be a major barrier to the employment of disabled persons. Five additional barriers listed by employers are:
1. Companies that have not hired disabled people in the past three years say that a lack of qualified applicants is the most important reason. Sixty-six percent of managers say that a lack of qualified applicants is an important reason why they have not hired disabled people.

2. A second key barrier is that few companies have established a policy or program for the hiring of disabled employers. Only 37 percent of managers say that their company has such a policy or program, and these are mostly large companies.

3. A third barrier is the managers' consciousness. Top, middle, and line supervisors are not aware that unemployed disabled people want to work, and are capable of becoming loyal, productive employees. Only one in ten top managers display a strongly optimistic attitude toward disabled people as a potential source of employees.

4. Job discrimination remains one of the most persistent barriers to increased employment of disabled people. A three-fourths majority of managers feel that disabled people often encounter discrimination from employers.

5. There is a lack of in-house training provided by employers. The main reasons why employers cannot provide in-house training are the lack of special training for managers, the lack of special equipment and architectural barriers.

Attributes of Disabled Workers

Overcoming these barriers is a key to the increased employment of disabled persons. However, these barriers do not exist in all businesses. Many businesses that have hired and employ disabled persons have analyzed the attributes of disabled persons. Levine (1984), found that employers in both large and small businesses placed greater importance for entry level success on positive attitudes toward work and generic cognitive skills than on specific job-related skills. Large companies ranked striving to do work well, learning, priority-setting and communicating as important for entry level success. Small companies ranked striving to do well, learning, priority-setting and working well with others as most important for entry-level success.

For advancement on the job, employers placed even greater importance on the ability to learn and higher order thinking skills. Employers also indicated that the attributes for entry level success and advancement on the job were also "very difficult" or "somewhat difficult" to find in the pool of applicants known to them.
Individual attributes associated with entry level success in both large and small companies were as follows.

**In Large Companies the Worker:**
1. Is punctual and dependable in getting to work.
2. Listens carefully to instructions and correctly carries them out.
3. Displays pride and enthusiasm in doing work well.
4. Is able to absorb training quickly.
5. Works cooperatively with other people.

**In Small Companies the Worker:**
1. Is punctual and dependable in getting to work.
2. Displays pride and enthusiasm in doing work well.
3. Listens carefully to instruction and correctly carries them out.
4. Is able to absorb training quickly.
5. Seeks clarification when something is unclear.

**Competencies of Disabled Workers**

Employers' comments concerning the competencies of disabled workers in industry were recorded by Parent and Everson (1986). The authors reviewed 13 articles in business and trade journals from 1985-1986 that examined employers' experiences in working with disabled people. Over 40 businesses and industries listed in these articles indicated that they had employed individuals with disabilities. These employers indicated that workers with disabilities are capable of becoming successful and productive employers in a wide variety of jobs. Workers with disabilities held a wide variety of jobs in a broad cross section of business and industry. These workers had mental, physical, hearing or visual disabilities. The general consensus among most businesses was that employees with disabilities are dependable, reliable, loyal and responsible.

The list below summarizes the benefits to employers in several of the articles reviewed by Parent and Everson. The authors and journals quoted are listed, followed by the employers comments.

Disabled persons are dependable employees with low absenteeism rates, low turnover rates, and overall performance equal to that of nonhandicapped workers.


Hiring disabled employees is cost effective for industry and society in the form of income taxes, reduced welfare payments, increased spending, and contributions to the work force.


Mentally retarded workers compared with co-workers on speed, accuracy, and overall work performance and were rated 44 percent better in attendance and 51 percent better in punctuality than nondisabled workers.


Safety and attendance records, production rates and work performance of disabled workers are equal or better than nondisabled workers.


Disabled employees have good attendance and safety records and do not affect a business insurance and compensation costs.


Disabled workers display a better work attitude, show more respect for supervisors, have a lower turnover rate, fewer absences, and present fewer problems than nondisabled workers.

Attitudes of Employers Toward Disabled Workers

Attitudes which employers hold toward disabled persons have a direct influence on whether or not they will employ a disabled person. Minskoff, Sautter, Hoffman and Hawks (1967) surveyed 326 employers to determine their attitudes towards learning disabled individuals. The average number of employees per company was 702. Employers were asked if they would make special allowances for handicapped workers. Seventy two percent of the employers said yes. Employers were willing to help in four areas: 1) provide more support and encouragement; 2) provide extra time for training; 3) give more detailed directions; and 4) provide a job more suited to the person's abilities. Employers were not willing to make allowances involving reduced work demands nor to become involved in the worker's personal life. Employers also demanded that workers with disabilities carry their own loads.
Employer satisfaction extends to severely handicapped individuals. Moran (1986) hired a severely mentally retarded person as a dining room attendant several years ago. According to Moran this person is an excellent employee who has missed only about seven days of work in six years and is a real joy to have as an employee.

In 1984 Mellberg conducted a study of the factors affecting private sector employers' decisions to hire individuals who are mentally retarded. The study involved the top executive officers from eight major corporations in the Minneapolis and St. Paul area. The interviews with the executives indicated the following:

1. Employers generally felt that the training and employment of individuals who are mentally retarded was the responsibility of someone other than the employers.

2. Employers would rather contribute in terms of money or contract work rather than employ individuals who are mentally retarded.

3. The primary factor affecting the decision to hire or not hire individuals who are mentally retarded was not based on altruism. Cost effectiveness of the mentally retarded employees was the concern stated most often.

Mellberg indicated that the rehabilitation industry needs to develop a better understanding of the priorities of business and industry before planning competitive employment programs for individuals who are mentally retarded. The employers were fully aware of the corporate commitment needed to employ persons with disabilities. Employers said that they, their supervisors and the employees needed "success" stories. They need to hear, see and read success stories about mentally retarded employees. It would be best if these "success" models came from their business peers. More credibility is placed on the "success" models that come from peers.

Generally the employers in the Mellberg study felt that mentally retarded persons must be qualified to do the job, the job must fit the employee's abilities, the support services must be available and it must be cost-effective.

This study questioned the present system of placement in which the primary goal is to place a number of individuals in a certain time period. Too much emphasis is placed on quantity and speed when the real need is to concentrate on quality and cost effectiveness. The reaction of these and other employers seems to call for an adjustment in placement goals and priorities.
Job Accommodations for Disabled Workers

The studies on employer perspectives reported thus far show that employers basically are inclined to employ persons with disabilities. Of course, there are some negative responses, but the majority of responses are positive. It is evident that not all employers have a disabled person in their workforce. Those who do not employ persons with disabilities have not closed the door on the idea that they will eventually employ persons with disabilities. Their primary reaction is "show me". Show me successes experienced by my peers in employing persons with disabilities. This amounts to a fear factor. A factor that can be overcome. This may best be accomplished by looking at the successes enjoyed by other employers in the employment of persons with disabilities. What have other employers done to accommodate disabled employees and what was the outcome?

In 1982 the Berkeley Planning Associates completed the first national survey of private sector employers contracting with the federal government concerning their accommodation practices for disabled employees. Responses for 367 firms were received and analyzed. These companies employed 512,000 workers of whom 19,200 were known to be disabled.

An overall conclusion of the study was that for those firms that made efforts to hire the handicapped, accommodation is "no big deal". Fifty one percent reported no cost, 30 percent had a cost of under $500 per accommodation and only eight percent reported a cost of over $2,000. Accommodations were seen as successful in helping disabled employees to be effective on the job. Nondisabled workers often benefited from the accommodations. This report conceptualized a five step job accommodation process that specialists can use to meet the on-the-job needs of disabled workers. These steps are:

1. Ensure that the worker is able to...
2. Secure the job and task accommodation by job and task analysis.
3. Determine job redesign needs.
4. Explore job modification alternatives.
5. Implement the most effective modifications.

Accommodations listed in this report include: adapting the work environments and location of the job; retraining or selectively placing the
worker in jobs needing no accommodation, providing transportation or special
equipment or aides, redesigning the worker's job, and re-orienting or providing
special training to supervisors and co-workers. No particular type of
accommodation dominated.

A basic pattern appeared to be that once an individual is hired, he or she
is likely to be accommodated regardless of occupation or seniority. The key to
being hired was that the person with disabilities had the skills needed by the
employer. Impediments to accommodations that were most often cited were that
the disabled person lacked the skills needed to do the job. The proposed
accommodations were therefore considered an "uncertain investment."

Employer perceptions on accommodation of disabled persons in 75 Central
Kentucky companies were measured by Combs and Omvig (1986). Employers in this
study felt that they could accommodate some disabilities more easily than
others. Impaired speech was listed as the most easily accommodated while
severe mental retardation was listed as most difficult. Larger companies were
seen as more accommodating than small companies. Their ranking of
disabl4-g condition as to difficulty in placement follows.

1. Impaired speech
2. Hard of hearing
3. Epilepsy
4. Cardiac impaired
5. Respiratory disease
6. Amputee
7. Physically handicapped
8. Learning disabled
9. Deaf
10. Partially sighted
11. Mildly retarded
12. Alcoholic
13. Emotionally disturbed
14. Drug abuse
15. Blind
16. Severely retarded

In 1987 Harris released the results of a poll which questioned employers
about the cost of accommodating disabled people. Like the Berkeley study
Harris found that cost should not be a barrier to increased employment of
disabled people. Seventy five percent of managers in large, medium-sized and
small companies in the survey said that the cost of employing a disabled person
is about the same as the cost of employing a nondisabled person. A large
majority of managers said that the cost of accommodations rarely drives the
cost of employment above the average range of costs for all employees. The
most common accommodations that Harris identified were the removal of
architectural barriers in the workplace, the purchase of special equipment for
disabled employees, and adjusting work hours or restructuring jobs for disabled
employees.
It was observed that disabled employees meet the standards of large majorities of managers on job performance, ease of supervision, desire for promotion and cost of employment. It was also suggested that accommodations for disabled employees be made at the earliest possible stage in their employment. The sooner the accommodations are made, the sooner that an employee's disability ceases to be an issue or potential problem.

How do Employers Rate Persons with Disabilities?

In the Harris Survey a large majority of employers gave disabled employees a good or excellent rating. It was observed that disabled employees do a fine job, and perform as well or better than most other employees in similar jobs. Disabled employees were rated favorably on willingness to work hard, reliability, attendance and punctuality on the job, productivity and desire for promotion and on leadership ability.

Observations from the Vocational Studies Center Project on Replicating Jobs in Business and Industry for Persons with Disabilities

The purpose of the Job Replication Project at The Vocational Studies Center, University of Wisconsin-Madison is to identify jobs held in business and industry by persons with disabilities and to obtain detailed job descriptions which will enable other employers to replicate these jobs. National searches to identify employers of persons with disabilities are being conducted during the 1985-1988 year period. Attempts are made to identify nonstereotypical jobs. These include jobs which are not entry level, those in which the disabled persons receive better than average wages and benefits, and those in which the worker has been employed over a period of time. These job descriptions are evaluated and formatted for publication in a series of job manuals for use by employers and service providers.

The following observations provide an overview of the results of the Job Replication Project. The job replication descriptions as observed in these manuals contain implications for educators, job placement counselors and employers regarding the employment of persons with disabilities.

Project staff analyzed job descriptions of over 250 workers from around the country who are successfully employed in jobs that other disabled employees could acquire and perform.
Employers Willingness to Hire Different Categories of Disabled Persons

A review of the job descriptions by disability area indicates that persons in all disability areas and levels of severity are successfully employed. The largest numbers of employees are in the physical, mental, hearing and visual disability categories. Persons with learning and emotional disabilities seem to be less frequently employed. Persons with physical, visual and hearing disabilities appear to be employed in more technically and professionally oriented jobs.

Length of Time on the Job

Persons with disabilities have maintained an employment tenure comparable to the tenure of their peers who are not disabled.

Benefits Received by Persons with Disabilities

The benefits received by successfully employed persons with disabilities are in general no different than their peers. Disabled persons enjoy the following benefits common to nondisabled persons:

1. Paid vacation
2. Paid holidays
3. Paid sick days
4. Pension
5. FICA
6. Worker's compensation
7. Medical insurance
8. Dental insurance
9. Life insurance

Employer's Perspective on the Strengths of Disabled Workers

Employers listed over 50 individual traits which they considered to be personal strengths of disabled employees. The strength listed most frequently was the ability to get along with others. The top ten personal strengths of workers who are disabled, as perceived by employers are:

1. Ability to get along well with others
2. Ability to stay on task
3. Ability to take direction and criticism
4. Willingness to work
5. Consistent attendance
6. Dependability
7. Communication skills
8. Willingness to learn
9. Appropriate attitude
10. Motivation
Other frequently mentioned strengths were punctuality, conscientiousness, ability to work independently, patience and reliability. This employer satisfaction with workers with disabilities is spread across disability areas, levels of severity, type of jobs and geographic areas.

Wages and Salaries of Workers with Disabilities

Incomes of disabled workers were reported by hourly rates and monthly salary. Those receiving monthly salaries usually worked in a technical or professional job, although workers earning high hourly rates held highly skilled technical or managerial jobs. The jobs which persons with disabilities perform in business and industry are a cross section of the jobs which their peers perform. To acquire a perspective on the types of jobs which persons with disabilities perform, please review the cross reference of the job descriptions by Disability and Job Title on page ii of this publication. For additional information see the cross references in Replicating Jobs Volumes One and Two. There are differences in earning capacity according to the worker's disabling condition. Those workers with learning, emotional and mental disabilities are paid lower hourly rates than persons with visual, physical and hearing disabilities. The range of hourly wages is also less for those workers in the learning, emotional and mental categories. The chart below lists the average and median wages earned by six disability groups.

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<thead>
<tr>
<th>Type of Disability</th>
<th>Average Hourly Wage</th>
<th>Median Hourly Wage</th>
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<tr>
<td>Visual</td>
<td>8.89</td>
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<tr>
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<td>4.56</td>
<td>4.35</td>
</tr>
<tr>
<td>Learning</td>
<td>4.33</td>
<td>5.80</td>
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</table>

The higher hourly wages earned by workers with visual, physical and hearing disabilities may reflect the amount of resources expended in serving these groups. These expenditures have undoubtedly contributed to their success and should be continued. It is obvious that additional resources should be provided to persons with mental, emotional and learning disabilities to help improve their earning capacity. The severity of these disabilities and the
large numbers of persons involved call for emphasis on skill development, job placement and employer awareness inputs.

Job Accommodations

Job accommodations varied somewhat by disability area. Accommodations involved construction and revamping of facilities, purchase of modified equipment and purchase of personnel services to assist the disabled person. A survey of accommodations for learning, mental, emotional, hearing, visual and physically disabled employers was completed. The persons with disabilities for which these accommodations were provided worked in nearly every state in a broad variety of jobs. The scope of accommodations varies considerably among disability groups. Also, many employees required no specific accommodations. The accommodations made for each area of disability follow:

Accommodations for persons with Learning Disabilities

1. Make fewer demands for paperwork.
2. Allow for flexible scheduling and additional time to accomplish tasks.
3. Provide supervision designed to reduce stress.
4. Secretary spends more time to interpret handwriting and spelling.
5. Staff and co-workers help the employee in scheduling his or her time.
6. Placement and job development personnel provide post employment followup and support.
7. Co-workers provide guidance, direct instruction and repeat instruction for retention.
8. Supervisors spend more time explaining rules and procedures verbally.
9. Supervisors monitor more closely for quantity and quality.
10. Supervisors deal with personal problems.

Accommodations for Persons with Mental Disabilities

1. Closer supervision is provided during initial training period.
2. Employee is provided with drawing of correct techniques and examples of finished products.
3. Placement agency staff provide continued followup and support and are on call for assistance.

4. Job coaching continues indefinitely.

5. Counseling is provided in problem solving finances and living problems.

6. Co-workers provide frequent assistance and advice.

7. Group counseling and role playing are provided.

8. One-on-one instruction and training are provided.

9. Supervisors demonstrate instead of giving verbal instructions.

10. Instruction in the use of public transportation is provided.

11. Minimal constant supervision is provided to avoid quality and quantity problems.

12. Job assignments are matched to the workers ability.

13. Photographs are used to show correct items to process, i.e. shelving.

14. Use of jigs is used to facilitate production and maintain quality.

Accommodations for Persons with Emotional Disabilities

1. Post employment followup is provided by job placement personnel.

2. Work is monitored more closely.

3. Post employment support is provided by an individual or a group of co-workers.

4. Feedback is provided to a parent or other concerned persons.

5. Written work schedules of tasks to be accomplished are provided.

6. Supervisors provide support to overcome or control job stress.

7. Work times and environments are altered to minimize or eliminate distractions.

Accommodations for Persons with Hearing Disabilities

1. Work tasks are adjusted to decrease the employees need to communicate by hearing.

2. Interpreters are provided for meetings, for communication with supervisors, co-workers or the general public.
3. Volume controls are added to the telephone.
4. Telecommunication devices are used where needed.
5. Notebooks and pencils are carried by employees.
6. Employees are assigned to work with a co-worker who knows sign language.

Accommodations for Persons with Visual Disabilities
1. A taxi or driver helps the employee attend meetings.
2. A speech synthesizer, Braille and tape recorders were provided.
3. Post employment counseling was provided by the job placement agency.
4. Modification in the work schedule was made to accommodate public transportation schedules, i.e. reduced schedules at night and on weekends.
5. The employee is assigned physical facilities that accommodate communication devices and Braille storage.
6. The job is restructured to have co-workers do proofreading, typing of forms, etc.
7. Assistance is provided in answering correspondence.

Accommodations for Persons with Physical Disabilities
1. The employee's desk is raised to accommodate wheelchair.
2. Facilities are made accessible. This includes:
   a) office facilities
   b) bathrooms
   c) meeting and eating areas
   d) entrance ramps
   e) parking
   f) electric door openers
3. Assistance in moving supplies and equipment is provided.
4. Building evacuation procedures were modified.
5. Accessible transportation, e.g., vans, cars, airplanes, chairlifts, was provided.
6. Accessible equipment, e.g., computers, calculators, telephones was provided.
7. An attendant for assistance in eating, use of bathroom, etc. was provided.

8. Office and work arrangements were designed to accommodate limited mobility.

9. Flexible work schedules and arrangements to work at home one or more days per week were instituted.

Cost of Accommodations

Although the cost of accommodations might vary from one job to the next, the average accommodation costs very little to no cost at all. In the majority of instances the cost of the accommodation was born by the employer. Employers providing accommodations usually felt that the cost was well worth while because of the value of the person with disability to the business. Some examples of accommodation cost found the job descriptions that employers sent to the Vocational Studies Center follow:

1. Telephone volume controls for a hearing impaired worker ($50.00)
2. Large print video monitor for a visually impaired worker ($75.00 per month)
3. A cabinet to store Braille materials ($200.00)
4. Clerical person to read specific materials to a visually impaired worker ($65.00 per week)
5. Electric door to provide access for worker in a wheelchair ($1,000)
6. Chair lift for worker in a wheelchair ($2,500)
7. Extra supervision for learning disabled workers ($1,000 per year)
8. Special work area set up for a mentally retarded worker ($450.00)

The Harris Survey observation is that persons with disabilities and non-disabled people cost about the same to employ.

Other Job Requirements

The Job Replication form given to employers asked them to list the requirements of the job in regard to academic credentials, work experience and examinations. In addition, the employers were asked to list other job requirements that did not fall under any of the three categories. One of the first requirements listed was minimum age. While age 16 was most often
mentioned, age 18 was a close second. Many other items were listed by
disability area. However, with the exception of requirements such as a
Driver's or Chauffeur's license most requirements were found in every
disability area. The variety of other requirements can be seen in the
following list.

1. Bondable,
2. Civil Service Exam,
3. Be on call,
4. Woodworking skills,
5. Union membership,
6. Dress code,
   a) wear coveralls
   b) wear messenger pouch
   c) wear high rubber boots
   d) wear uniform
   e) wear warm clothes
   f) wear steel-toed boots
7. Own a vehicle,
8. Woodworking skills,
9. Be a non-smoker,
10. Have high dexterity,
11. Be mobile in community,
12. Security-suitable qualifications,
13. Be in good physical condition,
14. Excellent writing, editing and communication skills,
15. Knowledge of agriculture,
16. Pleasant voice and friendly,
17. Two years state residency,
18. Veteran status.
Benefits

A review of the benefits paid by the employers providing job descriptions shows that persons with disabilities in higher level jobs receive the same benefits as their nondisabled peers. This is especially true of persons with hearing, visual and physical disabilities. However, for persons with learning, emotional and mental disabilities the situation depends heavily on the business in which they are employed. If the disabled person works in a business where the lower paid hourly workers receive benefits, then they will likely receive benefits. The real problem is that many hourly workers at lower wage levels receive only limited benefits. Unfortunately, many persons with disabilities are employed in these areas.

Increasing Employment for Disabled Persons: Possible Solutions

It is apparent that there is a successful "core group" of persons with disabilities who have acquired and are maintaining and enjoying employment. Several studies in the last few years have recommended practices and activities to increase the employment of persons with disabilities. The employers responding to the Jobs Replication Form successfully employ disabled persons. These employers are practicing many of the recommendations made during the past few years. A review of some of these recommendations begins with the Berkeley study released in 1982. Some of the practices which the Berkeley researchers found among businesses accommodating persons with disabilities were:

1. Strong and visible expression of commitment by top management to accommodate disabled workers, which most often sets the tone throughout the whole firm.

2. Centralizing recruiting, intake and monitoring or hiring decisions for handicapped workers to increase the probability of the disabled applicants' capacity for doing a job being considered by all units in the organization, and providing a central special budget for accommodations above the budget limits of individual departments or divisions.

3. Training by the firm of inside personnel staff, line managers, supervisors, and co-workers about the affirmative action policies of the firm and dispelling common myths about disabled workers.

4. Involving handicapped workers in their own accommodation processes, as well as in efforts to increase disability awareness internally.
Other Berkeley recommendations included suggestions for technical assistance on accommodations, increased placement activities, dissemination of success stories and self-identification by persons with disabilities. Practices which involve interaction between employers and employees and disabled and nondisabled peers are evident in the job descriptions completed as part of the Job Replication Project.

Steps and policy changes to increase the employment of disabled people were suggested by Louis Harris and Associates (1987). Equal Employment Opportunity (EEO) managers thought it important that the flow of information be increased to employers about available applicants. Other changes would be to increase job training programs and placement agency efforts and develop a process to let employers know what specific skills disabled candidates have that would be compatible with available jobs. Employers would like agencies to provide specific training for particular positions. Employers also see a need for disabled people to be more aggressive about marketing themselves. In addition, employers feel that agencies should do a better job of informing their clients about job opportunities.

The Future of Employment for Persons with Disabilities

Several educational and economic factors will affect the employment of persons with disabilities in future years. The economic conditions of the general population will reflect on the status of persons with disabilities. The National Alliance of Business (1986) speculated on the demographic and economic scenarios as we approach the year 2000. A major activity they feel must be emphasized is the development of partnerships between business, government institutions, and labor and community organizations. The National Alliance of Business thought that currently these institutions often operate independently and even at cross purposes and that this fragmentation should be avoided. Employers must be more involved in the educational system and training institutions and in the development of community and state strategies. Employers must also assume responsibility for assuring that their own employees are trained and retrained to meet the needs of the changing workplace.

Levita (1987) feels that we should not expect radical changes in the workplace by 1997. Forecasting overall labor force demands accurately is not
as speculative as it might appear. About five of every six persons who will be in the labor force in 1997 are already working or looking for jobs.

Austin (1987) predicted that the future promises millions of jobs in hundreds of occupations for people planning their careers today. As employers look for new directions for their businesses and people with disabilities begin to select or change their careers, they will want to know what the job outlook will be. A sampling of a number of jobs where demand for people will increase, stay the same, or decline was printed in the Spring 1986 issue of Occupational Outlook Quarterly.

Business Week (1987) predicted a scarcity of workers that would last to the year 2000. Even now employers who cannot find qualified applicants are boosting their training budgets and offering more basic and remedial instruction. Others are raising wages, usually for low-skill jobs.

What is the likelihood that businesses will increase efforts to hire disabled people? The Harris Survey (1987) observed that businesses are willing to try harder to employ more disabled people, and may do so, but they expect disabled people and employment agencies to take the lead in increasing the pool of qualified job applicants.

Summary and Conclusions

A bridge has been built between the disabled person and employment. Nearly 40 percent of the disabled persons have found employment, and a good percentage of these persons have acquired highly satisfactory jobs. Educators, rehabilitation and job placement counselors, other service providers and employers have developed strategies and techniques which enhance the employment perspectives for disabled persons. Examples of successfully employed disabled persons can be found in ample numbers for all categories of disabled persons.

The job outlook for American workers looks promising. A similar outlook is held for persons with disabilities. Employers are generally holding an open door for disabled workers. They seem willing to go at least half-way in the employment and training of disabled workers. Employers are looking for qualified persons and for ways in which they can work with educators and other service providers in developing a more qualified work force. Alert people in both the private and public sectors can make a real difference in the numbers of people with disabilities who obtain jobs.
REFERENCES


Berkeley Planning Associate. (July 12, 1982) A study of accommodations provided to handicapped employees by federal contractors. Berkeley, California.


Jamison, S.L. (December, 1984) Employing the qualified handicapped - An employer's perspective. GCEH.


Section IV

Resources For Job Replication
RESOURCES FOR JOB REPLICATION

Organizations

AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT is committed to providing leadership in the field of human resource development. Members are involved in employee training for businesses and industries of varying sizes.

For more information contact: American Society for Training and Development, 1630 Duke Street, Box 1443, Alexandria, VA 22313, 703/683-8100.

CLOSING THE GAP specializes in computers and technology for persons with disabilities. CTG publishes a forty page bimonthly newspaper available for $21.00 per year, conducts conferences and workshops, and serves as a clearinghouse for microcomputer products.

For more information contact: Closing the Gap, P.O. Box 68, Henderson, MN 56044, 612/248-3294.

FARM FAMILY REHABILITATION MANAGEMENT promotes disabled individuals' return to productive vocational and community activities. Free services include: worksite/equipment modification consultation, coordination of health and community independent living services, vocational counseling, job development/placement services, and peer support services.

For more information contact: Terry Willkomm, MS, FaRM Project Director, Farm Family Rehabilitation Management, P.O. Box 37, Ankeny, IA 50021, 515/964-3868.

INTERNATIONAL BUSINESS MACHINES has established three departments to assist persons with disabilities. The National Support Center in Atlanta, GA is a product information and resource center for the disabled. It's toll free number is 800-IBM-2133. Developing products to provide access by persons with disabilities is the focus of the Product Initiatives for the Disabled Person program in White Plains, New York. The Special Needs Systems project in Boca Raton, FL develops and brings products for persons with disabilities to the marketplace.

NATIONAL ASSOCIATION FOR THE EXCHANGE OF INDUSTRIAL RESOURCES receives surplus materials from manufacturers and distributes them to members. Any non-profit agency may pay the membership fee ($495 in 1988), then choose items from the quarterly catalogs, including furniture, equipment, and supplies.

For more information contact: NAEIR, P.O. Box 8076, Galesburg, IL 61402, 309/343-0704.
NATIONAL CLEARINGHOUSE OF REHABILITATION TRAINING MATERIALS houses a collection of materials and information not found in many traditional libraries. Rehabilitation personnel, educators, and related professionals can access materials for all handicapping conditions. The NCHRTM Memorandum is a free quarterly publication of available titles.

For more information contact: NCHRTM, Oklahoma State University, 115 Old USDA Building, Stillwater, OK 74078, 405/624-7650.

NATIONAL INFORMATION CENTER FOR HANDICAPPED CHILDREN AND YOUTH provides free information to interested parties helping children and youth with disabilities achieve their fullest potential. Services include: responses to specific questions, referrals to other sources, general information packets, current publications, and technical assistance.

For more information contact: NICHCY, P.O. Box 1492, Washington, DC 20013, 703/522-3332 (Voice or TDD), SpecialNet User Name: NICHCY.

NATIONAL RESTAURANT ASSOCIATION assists anyone interested in promoting food service employment for persons with disabilities. A variety of technical assistance services are available emphasizing use of existing local agency and association structures.

For more information contact: A. Phillip Nelan, National Restaurant Association, 311 First Street, Washington, DC 20001, 202/638-6100.

SPECIALNET is an electronic bulletin board sponsored by the National Association of State Directors of Special Education. It has up-to-date information on special education topics including vocational training. There is a $200 annual fee, plus billing for actual time connected to the system.

For more information contact: SPECIALNET, 11201 16th Street NW, Suite 404E, Washington, DC 20036, 202/296-1800.

Publications


An outline of goals critical to successful programs is followed by descriptions of employment models. Practical strategies are identified for parents, educators, and human service workers. 288 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., PO Box 10264, Baltimore, MD 21285-0624.

Eight skillbooks are included in this series for young adults. The focus is preparation for successful employment, with specific skillbooks covering academic skills, attitudes towards work and daily living, and social skills.

For price and ordering information contact: Educational Design, Inc., 47 West 13th Street, New York, NY 10011, 212/255-7900.


The current status of student assessment instrumentation and practices in special education student transition programs is discussed. Areas where current practices do not meet transition service needs are identified 305 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.


Three papers are included that address the special demands supported employment places on vocational evaluation and assessment practices. 150 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.


An independent weekly report on employment, training, and vocational education. Research, funding, and political developments are highlighted. Annual subscription rate is $231.00. 8-12 pp.

For more information contact: Capitol Publications, Inc., 1101 King Street, P.O. Box 1454, Alexandria, VA 22313-2054, 703/739-6444.


A guide to sources of funding in the United States for programs and services involving people with disabilities. Listings are included for associations, corporations, foundations, and federal agencies. Indices are provided for type and purpose of organization. 189 pp.

For price and ordering information contact: Research Grant Guides, P.O. Box 10726, Marina Del Ray, CA 90295.

A workbook text demonstrating the skills needed to get a job. Information on employer expectations, self-assessment, and job searching techniques is included.

For price and ordering information contact: Glencoe Publishing Company, 15319 Chatsworth Street, Mission Hills, CA 91345.


As a supplement to professional assessment training, this guide assists all staff in understanding each phase of educational assessment. After describing the phases of assessment, the text reviews several instruments for each assessment category. 207 pp.

For price and ordering information contact: Instructional Materials Laboratory, 10 Industrial Education Building, University of Missouri-Columbia, Columbia, MO 65211, 314/882-2883 or 800/392-7217 in Missouri only.


An independent biweekly newsletter on legislation, programs, and funding for special education. Annual subscription rate is $180.95. 10-14 pp.

For more information contact: Capitol Publications, Inc., 1101 King Street, P.O. Box 1453, Alexandria, VA 22313-2054, 703/739-6500.


Literature on evaluation methodology, efficacy of secondary and transitional services, and related topics are reviewed with an abstract and descriptors. Structured like Volume One, there are no duplicate entries. 231 pp.

For price and ordering information contact: Transition Institute, College of Education, University of Illinois, 110 Education Building, 1310 South Sixth Street, Champaign, IL 61820, 217/333-2325.


Survey data were collected from 920 employers nationwide. Descriptions of employer attitudes, policies, and experiences pertaining to the hiring, training, retention, and job performance of persons with disabilities are presented. A series of initiatives which relevant groups could enact to further employment opportunities is included. 110 pp.

Various job search techniques for employment are presented. The focus is on self-help skills for the individual. The book is written for the general public.


Written for persons with a disability, this book first discusses the current status of the job market, self-assessment of skills, and evaluating job accommodations. The job hunting process and alternatives are then described. 262 pp.


The manual explains the job accommodation process and provides steps for successful job modifications. Examples of accommodations and first-hand experiences of employers are included to assist vocational rehabilitation staff, employers, and related professionals. 192 pp.


This life and career planning series for women with disabilities consists of three parts; a video tape series, a student/client workbook, and a two volume staff handbook.

A weekly review of current issues, legislation, and programs related to employment and training. Annual subscription rate is $628. 18-25 pp.


Learning disabilities teachers are presented with methods for increasing student learning. The process of teaching/learning is examined in relation to self-awareness levels and learning environments. Employment skills are developed using this process. 148 pp.

For price and ordering information contact: Academic Therapy Publications, 20 Commercial Boulevard, Novato, CA 94947-6191.


Written for adults with limited English proficiency, the competency-based textbook is useful for native-speaking youth and young adults who need employment readiness skills. Language for social interaction, worker flexibility, and job policies and procedures are presented. 178 pp.

For price and ordering information contact: Oxford University Press, 200 Madison Avenue, New York, NY 10016, 201/796-8000.


Preparing persons with disabilities for competitive employment is the topic of this text. Section one introduces the topic of competitive employment and supported work and describes five successful programs. Methods for use in training people for competitive employment is the focus of section two. Section three discusses issues related to competitive employment. 363 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., P.O. Box 10624, Baltimore, MD 21285.


Each issue of this quarterly publication highlights the Transition Institute's activities. Also included is an article on concepts and issues in transition from school to work for persons with disabilities.

For price and ordering information contact: Interchange, Secondary Transition Intervention Effectiveness Institute, College of Education, University of Illinois at Urbana-Champaign, 110 Education Building, 1310 South 6th Street, Champaign, IL 61820, 217/333-2325.

Learning disabilities are defined. College and other educational options for persons with a learning disability are discussed. Choosing a program and courses, using accommodations, developing study skills, and finding support and program access are presented. 195 pp.

For price and ordering information contact: Adler & Adler, Publishers, Inc., 4550 Montgomery Avenue, Bethesda, MD 20814.


A reference booklet explaining current Social Security regulations that affect employment for persons with disabilities.

To obtain a copy contact your regional Social Security Administration office and request SSA Publication Number 64-030, ICN 436900, July, 1987.


The Project With Industry's quarterly informational newsletter for business, community, and government leaders. Upcoming events and descriptions of current projects make this newsletter useful to anyone involved in employment of people with disabilities.

For price and ordering information contact: Multi Resource Centers, Inc., 1900 Chicago Avenue, Minneapolis, MN 55404, 612/871-2402.


Each volume contains seventy descriptions of jobs held by persons with a disability and resources for job replication. Sales techniques and inservice training programs for job development are included in Volume I. Volume II discusses the vocational transition process, providing examples and references. 203 pp., 210 pp.

For price and ordering information contact: Vocational Studies Center, University of Wisconsin-Madison, 964 Educational Sciences Building, 1025 West Johnson Street, Madison, WI 53706, 608/263-3152.

Developing successful transition programs for adolescents with disabilities is presented in three steps; preparing for transition during school years, initiating transition program planning, and developing employment options and successful placements. 315 pp.

For price and ordering information contact: Paul H. Brookes Publishing Co., PO Box 10624, Baltimore, MD 21285-0624.

Training Programs

ASSOCIATION FOR RETARDED CITIZENS OF THE UNITED STATES-NATIONAL EMPLOYMENT AND TRAINING PROGRAM  The ARC-US developed a program to create clerical aide positions for workers with mental retardation in financial institutions. The entry-level office worker performs support functions requiring modest skills while receiving a competitive wage and fringe benefits. Clerical aides could be hired in a variety of office settings. A pamphlet explaining the project, flyers for financial institutions, and contact staff information are available.

For more information contact: ARC National Employment and Training Program, ARC-US, 2501 Avenue J, Arlington, TX 76006, 817/640-0204.

FRANCHISING BOATWORKS AND CLEANSWEEP  Two successful job training programs in Oakland, California have been designed to be replicated elsewhere. Both programs train persons with developmental disabilities for employment in mobile work crews. One week internships are available for interested agencies.

For more information contact: Stepping Stones, 1720 Adeline Street, Oakland, CA 94607, 415/834-3990.

HOSPITAL INDUSTRIES PROJECT  The Maine Medical Center has developed hospital job training sites for persons with developmental disabilities. In cooperation with state agencies four models have been established in this Hospital Industries Project: sheltered employment, transitional employment, on-the-job training, and specific skills training.

For more information contact: The Maine Medical Center, Dept. of Rehabilitation Medicine, Portland, ME 04102, 207/871-2463.

PROJECT PLANTWORK  This Project With Industry program assists horticultural businesses in the employment of persons with a developmental disability. Materials describe the program and job development, placements, wage subsidies, and results. Employers can call to announce job openings to agencies within their geographic area having qualified applicants.

For more information contact: National Council for Therapy and Rehabilitation through Horticulture, 9220 Wightman Road, Suite 300, Gaithersburg, MD 20879, 1-800-634-1603.
Sources of Information for Serving Persons with Disabilities
Toll Free Telephone Numbers

Alzheimer's Disease & Related Disorders Center in IL
800-621-0379
800-572-6037
800-525-3777

AMC Cancer Information Center
800-24-CLEFT

American Cleft Palate Educational Foundation CleftLine
Center in Pennsylvania
800-23-CLEFT

American Council of the Blind
800-424-8666

American Diabetes Association
800-232-3472

American Council of the Blind
800-424-8666

American Kidney Fund
800-638-8299
800-492-8361

American Leprosy Missions (Hansens Disease)
800-543-3131

American Liver Foundation
800-223-0179

American Medical Radio News
800-621-8905

American Paralysis Association
800-232-3472

American Tuberous Sclerosis Association
800-446-1211

Assn. for Retarded Citizens of the United States
800-433-5255

Association of Heart Patients Heartline
800-241-6993

AT & T National Special Needs Center
800-222-4474
800-233-1222
800-833-3232

Better Hearing Institute Hearing Helpline
800-424-8576

Cancer Information Service
800-4-CANCER

Center in Oahu, HI
800-524-1234

Captioned Films for the Deaf
800-237-6213

Center for Special Education Technology Info. Exchange
800-345-8324

Childfind
800-426-5678

Children's Defense Fund
800-424-9602

Closer Look LD Teen Line
800-522-3458

Cornelia de Lange Syndrome Foundation
800-223-8255

Cystic Fibrosis Foundation
800-638-8815

D. T. Watson Rehab Hospital
800-223-8806

Educators Publishing Service, Inc.

Specific Language Disabilities (Dyslexia)
800-225-5750

Center in Massachusetts
800-792-5166

Epilepsy Foundation of America
800-EFA-1000

Epilepsy Information Line
800-426-0660

ERIC Clearinghouse on Adult, Career, and Vocational Educ.
800-848-4815

Foundation Center
800-424-9836

Handicapped Media, Inc.
800-321-8708

Heartlife
800-224-6993

National Child Abuse Hotline
800-422-4453

National Committee for Citizens in Education
800-NET-WORK

National Crisis Center for the Deaf
Center in Virginia
800-446-9876
800-552-3723

National Cystic Fibrosis Foundation
800-344-4823

National Down Syndrome Congress
800-232-6372

National Down Syndrome Society
800-221-4602

National Easter Seal Society
800-221-6827

National Eye Care Project Hotline
800-222-EYES

National Headache Foundation
800-843-2256
800-523-8585
800-521-5247

National Hearing Aid Society
National Health Information Clearinghouse
800-336-4797
800-521-5247

National Hotline for Missing Children
800-843-5678

National Information Center for Educational Media
800-421-8711

National Information Center for Orphan Drugs and Rare Diseases
800-336-4797

National Information System for Health Related Services (NIS) 800-922-9234

National Library Services for the Blind & Physically Handicapped
800-424-8567

National Multiple Sclerosis Society
800-822-3379

National Organization on Disability
800-248-ABLE

National Parkinson Foundation
800-327-9545
800-433-7022

National Rehabilitation Information Center
800-344-NARIC

National SIDS Foundation
800-221-SIDS

National Special Needs Center (TDD)
800-833-3232

National Spinal Cord Injury Hotline
800-526-3456
800-638-1733

National Tuberous Sclerosis Assn., Inc.
800-CAL-NTSA

Occupational Hearing Services (O.H.S.)
800-222-EARS

Office of Health Promotion & Disease Prevention Health Information Center
800-336-4797

Orton Dyslexia Society
800-222-3123

Parents Anonymous Hotline
800-421-0353

Center in California
800-352-0386

Parkinson's Education Program
800-344-7872
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<th>Organization</th>
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<tr>
<td>HEATH Resource Center</td>
<td>800-54-HEATH</td>
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<tr>
<td>Huntington's Disease Society of America</td>
<td>800-345-4372</td>
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<tr>
<td>IBM National Support Center for Persons with Disabilities</td>
<td>800-IBM-2133</td>
</tr>
<tr>
<td>Insurance Hotline</td>
<td>800-423-8000</td>
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<tr>
<td>International Shriners Headquarters</td>
<td>800-237-5055</td>
</tr>
<tr>
<td>Center in Florida</td>
<td>800-282-9161</td>
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<tr>
<td>Job Accommodation Network</td>
<td>800-526-7234</td>
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<tr>
<td>Center in West Virginia</td>
<td>800-526-4698</td>
</tr>
<tr>
<td>Job Opportunities for the Blind (JOB)</td>
<td>800-638-7518</td>
</tr>
<tr>
<td>Juvenile Diabetes Foundation International</td>
<td>800-223-1138</td>
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<tr>
<td>Lung Line (lung disorders, allergies)</td>
<td>800-222-LUNG</td>
</tr>
<tr>
<td>National Adoption Center</td>
<td>800-TO-ADOPT</td>
</tr>
<tr>
<td>National Association for Hearing and Speech Action</td>
<td>800-638-8255</td>
</tr>
<tr>
<td>National Association for Sickle Cell Disease</td>
<td>800-421-8453</td>
</tr>
<tr>
<td>National Asthma Center</td>
<td>800-222-5864</td>
</tr>
<tr>
<td>National Captioning Institute</td>
<td>800-528-6500</td>
</tr>
<tr>
<td>National Center for Stuttering</td>
<td>800-221-2483</td>
</tr>
<tr>
<td>National Center for the Prevention of Sudden Infant Death Syndrome</td>
<td>800-638-7437</td>
</tr>
<tr>
<td>Resource Center for the Handicapped</td>
<td>800-22-SHARE</td>
</tr>
<tr>
<td>Retinitis Pigmentosa Assoc International</td>
<td>800-344-4877</td>
</tr>
<tr>
<td>Retinitis Pigmentosa Foundation Fighting Blindness</td>
<td>800-638-2300</td>
</tr>
<tr>
<td>Social Security Administration (SSA) (TDD)</td>
<td>800-325-0778</td>
</tr>
<tr>
<td>Special Education Action Committee</td>
<td>800-222-7322</td>
</tr>
<tr>
<td>Special Education Software Center</td>
<td>800-327-5892</td>
</tr>
<tr>
<td>Spina Bifida Hotline</td>
<td>800-621-3141</td>
</tr>
<tr>
<td>Tele-Consumer Hotline</td>
<td>800-332-1124</td>
</tr>
<tr>
<td>Tripod Service for Hearing Impaired</td>
<td>800-352-8888</td>
</tr>
<tr>
<td>Center in California</td>
<td>800-346-8888</td>
</tr>
<tr>
<td>United Cerebral Palsy Assn. National Headquarters, NYC</td>
<td>800-USA-1UCP</td>
</tr>
<tr>
<td>Governmental Activities Office Washington, DC</td>
<td>800-USA-2UCP</td>
</tr>
<tr>
<td>Washington PAVE</td>
<td>800-5-PARENT</td>
</tr>
<tr>
<td>Washington State Developmental Disabilities Budget Coalition Hotline</td>
<td>800-562-0910</td>
</tr>
<tr>
<td>Washington State Legislative Hotline</td>
<td>800-662-6000</td>
</tr>
</tbody>
</table>

From: The National Information Center for Handicapped Children and Youth (NICHCY), P.O. Box 1492 Washington, DC 20013
JOB REPPLICATION FORM

Purpose

The purpose of the Jobs Replication Form is to obtain information about jobs persons with disabilities perform in business and industry and in the public sector.

People with disabilities need role models that help raise their expectations about jobs they can perform. Teachers, counselors, job placement personnel, and employers also need exemplary employment models to use when working with people who are disabled. The information you supply will help us to create a catalog of job descriptions that provides these role models.

Instructions for Completing the Jobs Replication Form

The Jobs Replication Form is divided into three sections:

1. General Information about your business or industry.
2. Job Information about a particular job performed successfully by a particular employee who is disabled. Please select one specific disabled employee and describe that person's job.
3. Considerations that enabled the person to be hired initially and to succeed in this job.

Please read each question carefully

Complete each question by checking those items that best answer the question or by writing the information requested. You will need approximately 20 to 30 minutes to complete this form. Please feel free to photocopy the Jobs Replication Form if you wish to provide information about more than one employee with a disability.

Reminder - Please complete this form for only one employee

Release of Information

Please sign the following release of information.

Permission is granted to include the information on this form in a catalog of jobs that will serve as role models for employing persons with disabilities.

Company

Signature

Date

Title

Please send your completed Jobs Replication Form in the business reply envelope to:

Lloyd W. Tindal, Vocational Studies Center, University of Wisconsin-Madison, 964 Educational Sciences Bldg., 1025 W. Johnson Street, Madison, WI 53706

Thank you for your help.
Section I

GENERAL INFORMATION

(Company Name) ____________________________

(Person who completed this form) ____________________________ (Title) ____________________________

(Address) ____________________________

(Person to contact for more information) ____________________________ (Title) ____________________________

(City, State, Zip) ____________________________

(Telephone Number) ____________________________

1. Description of Company

Please describe your company (include main product or service). ____________________________________________

2. Number of Employees

Total Company _______ is Site _______ _______

3. Worker's Disability

Section II

JOB INFORMATION

4. Title of Position Held by Employee Who is Disabled

______________________________

5. Work Schedule

Status: _ Permanent _ Seasonal _ Temporary

Number of days per week ____________________________________________

Total hours per day ____________________________________________ a.m. to ____________________________________________ a.m.

Time of work __________________ p.m. to __________________ p.m.

Rotating shifts? _ Yes _ No

6. Standard Amount of Direct Supervision Provided

_ none _ minimal _ moderate _ maximal

7. Employment History

Time with the company ____________________________________________

Time in this position ____________________________________________

8. Probationary Period

If yes, how long? _______ No _______ Yes

9. Wages

_ Hourly $ _______ per hour

_ Salaried $ _______ per month

10. Benefits

_ None _ FICA __ Worker's compensation

_ Paid vacation _ Unemployment compensation

_ Paid holidays _ Medical insurance

_ Paid sick days _ Dental insurance

_ Pension _ Medical insurance

_ Life Insurance _ Other (specify)

11. Examinations Required

_ None _ Other (specify)

_ Physical _ Rotating shifts'

_ Hearing _ Yes _ No

_ Vision _

12. Work Setting (e.g., farm, office, factory)

(specify) ____________________________

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13. Academic Credentials Required
- None
- GED
- High school diploma
- Associate degree
- Bachelor's degree
- Master's degree
- Doctorate
- Other (specify)

14. Other Job Requirements
- None
- Age (minimum/maximum)
- Driver's license
- Own vehicle
- Uniform
- Union membership
- Polygraph
- Bondable

15. Work Experience
- None
- Preferred
- Required

16. Environmental Conditions Related to This Job
- Hot
- Cold
- Humid
- Dry
- Wet
- Dust
- Dirt
- Odors
- Noise
- Inadequate ventilation
- Inadequate lighting
- Vibration
- Mechanical hazards
- Moving objects
- Cramped quarters
- High places
- Burns
- Electrical hazards
- Explosives
- Radiant energy
- Toxic conditions
- None
- Other (specify)

17. Special Conditions
- None
- High rate of production
- Precision/quality
- Distracting conditions
- High level of stress (deadlines, etc.)
- Other (specify)

18. Work Group (check all that are appropriate)
- Works alone
- Small group (1 - 10)
- One-to-one
- Large group (11 or more)

19. Narrative Description of the Job
(please describe the job in your own words — include specific tasks)

20. Physical Demands of This Job (estimate percentage for each category — answers to A, B, C, and D should total 100%)

A. SEDENTARY WORK
(lift 10 lbs. max.,
limited walking
or standing)

B. LIGHT WORK (lift 20 lbs.,
carry 10 lbs. max.,
stands up to operate
equipment, also walks)

C. MEDIUM WORK (lift 50 lbs.,
carry 25 max., walks,
stands continuously
during some operations)

D. HEAVY WORK
(lift 100 lbs.
max., carry up
to 50 lbs.)

21. Physical Activities Performed on This Job
- F.
- P.
- Reach
- Run
- Climb
- Balance
- Stoop
- Kneel
- Crouch
- Crawl
- Sit
- Turn
- See
- Color vision
- Depth perception
- Hear
- Sense of smell
- Sense of taste
- Sense of touch
- Finger dexterity

Other (specify)
Duties of This Worker (check if SIGNIFICANT part of the job)

A. Leadership/Administrative/Managerial Tasks

- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors
- Other (specify)

B. Problem Solving/Reasoning Tasks

- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work (e.g., equipment, materials, personnel, funds)
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods
- Other (specify)

C. Communication Tasks

- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Other (specify)

D. Writing Tasks

- Copy accurately
- Write legibly
- Complete forms accurately (e.g., invoices, sales slips, requisitions)
- Write sentences in standard English (e.g., spelling, word choice)
- Organize, select, and relate ideas in writing (e.g., correspondence, messages, memos)
- Produce intelligible written documents (e.g., research reports and summaries)
- Identify and correct errors in writing
- Other (specify)

E. Reading Tasks

- Identify work-related symbols/signs
- Read simple directions
- Read technical information
- Other (specify)

F. Computer Tasks

- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis
- Other (specify)

G. Mathematical Tasks

- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than & less than
- Handle basic calculations (+, -, x, /)
- Estimate quantities needed to do a job
- Calculate costs (e.g., interest, discounts, depreciation, prices, taxes)
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements (standard, metric)
- Use formulas (translating, substituting values)
- Prepare budgets
- Other (specify)

H. Manual/Perceptual Tasks

- Eye-hand coordination
- Hand work (e.g., sort, fold, pack)
- Construct, fabricate or assemble materials
- Use job-specific hand tools & equipment (specify)
- Operate job-specific power tool(s) (specify)
- Set up machine(s)
- Operate machines(s) (specify)
- Tend machine(s) (specify)
- Use keyboard skills
- Develop visual presentations (e.g., charting, drawing, illustrating)
- Other (specify)

I. Other Significant Duties or Job Features Not Covered in Items A through I (describe)
CONSIDERATIONS FOR THIS HANDICAPPED WORKER

Section III

23. Limitation(s) of the Employee

A. Personal/Social Limitations

___ Low frustration tolerance
___ Acceptance of supervision
___ Interactions with coworkers
___ Other (specify)

B. Limitations on Work Assignment

___ Cannot work alone
___ Cannot work in a group
___ Other (specify)

C. Academic Limitations

___ Reading
___ Writing
___ Spelling
___ Mathematics
___ Other (specify)

D. Communicative Limitations

___ Remembering
___ Hearing
___ Speaking
___ Following spoken directions
___ Following written directions
___ Other (specify)

E. Physical Limitations

___ Vision
___ Feeling/sensory
___ Handling, fingering
___ Lifting, carrying
___ Pushing, pulling
___ Standing, walking
___ Kneeling, squatting
___ Limited stamina
___ Other (specify)

F. Health Limitations

___ Chronic pain
___ Allergies
___ Respiratory problems
___ Circulatory problems
___ Other (specify)

24. Personal Strengths

Please list the three strengths that are most important to this employee’s success in this job.

___
___
___

25. Financial Incentives

Did you receive any financial support for hiring this employee (e.g., targeted jobs tax credit, on-the-job training wage subsidy)?  ___ No ___ Yes  If yes, please describe.

26. Training

A. What is the standard training period for this job? _______ hours _______ days _______ months.

B. Was any special training required for this worker after hiring?  ___ No ___ Yes

If yes, please describe. ________________________________________________________________

Who provided this instruction? (e.g., job coach, supervisor) ____________________________ How often was/is this special training required? ____________________________

Please describe any special training materials used. ______________________________________

___ Grade ___ Certificate ___ Entered permanent employment ___ Wage increase ___ Other ____________
27. Job Accommodations

Were any accommodations required to maintain this employee on this job?  

<table>
<thead>
<tr>
<th>Type of Accommodation</th>
<th>Describe Problem</th>
<th>Describe Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. JOB PLACEMENT/FOLLOW-UP (e.g., Job Service, Vocational Rehabilitation)</td>
<td></td>
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</tr>
<tr>
<td>B. JOB COACHING (training and support provided by outside agency)</td>
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<tr>
<td>C. SUPERVISION (e.g., monitoring by a co-worker)</td>
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<tr>
<td>D. JOB RESTRUCTURING (e.g., sharing jobs, job ladders)</td>
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<tr>
<td>E. SCHEDULE (e.g., diabetic's frequent meal breaks, Flextime)</td>
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<tr>
<td>F. JOB TASKS (e.g., sales by phone for mobility impaired)</td>
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<tr>
<td>G. PERSONAL ASSISTANCE (e.g., health aide, interpreter)</td>
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<tr>
<td>H. AIDS AND DEVICES (e.g., TTY, Braille typewriter, puff control)</td>
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<tr>
<td>I. EQUIPMENT (e.g., lowering bench, oversized knobs or handles)</td>
<td></td>
<td></td>
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<tr>
<td>J. WORKSITE (e.g., rearranging work area)</td>
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<tr>
<td>K. BUILDING (e.g., accessible bathroom, ramp)</td>
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<tr>
<td>L. TRANSPORTATION (e.g., public, private, or family)</td>
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<tr>
<td>M. COUNSELING (e.g., career, financial, or mental health)</td>
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<tr>
<td>N. OTHER (please specify)</td>
<td></td>
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</tr>
</tbody>
</table>

Estimated Additional $ Cost &/or Staff Time

What other factors would help another employer replicate this job for someone with a similar disability?

THANK YOU VERY MUCH FOR YOUR HELP

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YOU CAN HELP US EXPAND
JOB OPPORTUNITIES IN BUSINESS
AND INDUSTRY FOR PERSONS WITH DISABILITIES

In Two Ways

1. Identify and submit information on a job held by a person with a disability by completing the Job Replication Form. See Appendix A page 195.

2. Identify employers of persons with disabilities by completing the form below.

FILL OUT AND MAIL YOUR JOB REPLICATION FORM AND EMPLOYER FORM TO:

Lloyd W. Tindall
Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Bldg.
1025 W. Johnson St.
Madison, WI 53706

or call (608) 263-3415 and give us the information by telephone

Employer Form

Help us by supplying names of employers of handicapped workers:

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
<th>CITY STATE ZIP</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>TELEPHONE NUMBER</th>
<th>TYPE OF JOB</th>
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<tbody>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your Name & Phone Number ___________________________ ( )
Your address, city, state, zip. ___________________________