



Essential Function Job Analysis

Cognitive and Physical

Live, Online with Roy Matheson, ADAC, MTM

Live Broadcast Contact Hours: 6.0

Self-Paced Research, Practicum, and Reading Contact Hours: 4.0

Total Contact Hours: 10.0

Tuition: \$345

An essential function job analysis (EFJA) is the foundation of human resources management. Recruitment, selection, performance management, and career development methodologies depend on current and accurate knowledge of a position's qualification standards.

Data from an essential function job analysis tells the story of what it takes to be qualified for a position. The story can be read in a concise list of the essential and marginal functions of a job, a map of the physical and cognitive demands that support the functions, and the confirmation of the job-relatedness of essential function tasks. The legal defensibility of hiring decisions, the composition of post-offer employment tests, and functional capacity evaluations for return-to-work or the safety of stay-at-work are each supported by an accurate EFJA. This same document is used for resolution of disparate impact in testing and hiring.

At the individual employee level, an EFJA may assist in establishing the "reasonableness" of a requested accommodation or may inform the magnitude and duration of a reported direct threat.

The Importance of a Cognitive Demands Profile

The growing technology-dependence and complexity of the workplace have resulted in a far greater need for cognitive skill at all levels of employment. Parallel to the need for cognitive skill is the need for data about the cognitive demands of work. Resolution of questions about the match between a worker's post-injury ability and the demands of the job begins with an EFJA which includes cognitive demands.

For many, this course will serve as a first look at the methods of cognitive task analysis. Augmenting our discussion of the history and methods of cognitive demands analysis is a practicum involving a cognitive ability profiling tool.

Skills You Will Gain

- How to write compliant essential function task statements
- Perform a cognitive demands analysis
- How to conduct a pre-analysis interview

- Compile or verify a list of compliant essential function task statements
- How to select cognitive or physical demands for analysis
- Validate job-relatedness of work tasks to essential function statements
- How to approach measurement of physical demands tied to essential functions
- How to approach the analysis of cognitive demands tied to essential functions
- Tie the measurement of physical and cognitive demands to essential functions
- How to update the structure of your job analysis report

Live and Delayed Broadcast Schedule

At noon on Tuesday, August 21, 2018 eastern time, a one-hour live, interactive broadcast will begin. Five additional broadcasts will follow each Thursday and Tuesday until the course is complete. Join the live broadcast at the times listed to interact with Roy and other participants.

In addition to the live broadcasts, a recording of each session will be available for your viewing 24 hours after the original presentation. If you are not available to attend a broadcast, watch the recording at a time that works for you. And if you want to review a session, log into the recorded version. The library of recorded sessions will be available until noon on Monday after the conclusion of the course.

- Tuesday, August 21, 2018 – Noon Eastern Time – 60 minutes + Q and A
- Thursday, August 23, 2018 – Noon Eastern Time – 60 minutes + Q and A
- Tuesday, August 28, 2018 – Noon Eastern Time – 60 minutes + Q and A
- Thursday, August 30, 2018 – Noon Eastern Time – 60 minutes + Q and A
- Tuesday, September 3, 2018 – Noon Eastern Time – 60 minutes + Q and A
- Thursday, September 5, 2018 – Noon Eastern Time – 60 minutes + Q and A

About Us

Matheson Essentials, LLC

The focus of Matheson Essentials, LLC is the cohort of occupational therapists, physical therapists, and ergonomic evaluators who offer functional capacity evaluation, post-offer employment testing, essential function job analysis, and reasonable accommodation solutions. Our intention is to continue the education of individuals who have or will be trained by Roy Matheson and Associates, Inc. and its predecessor, Matheson Education and Training Solutions (METS). Access to our knowledge and expertise is not limited to RMA/METS graduates. Rehabilitation professionals seeking advanced employment testing and reasonable accommodation skills under the Americans with Disabilities Act and Section VII of the 1973 Rehabilitation Act are welcome to experience a Matheson training.

Reasonable Accommodation, LLC

Reasonable Accommodation, LLC is an advisory and training firm immersed in the mechanics of

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Title I (Employment) of the Americans with Disabilities Act (ADA). Roy Matheson is an Americans with Disabilities Act Coordinator (ADAC) with thirty-five years of software development, test development, and training administration in the field of occupational rehabilitation.

The Reasonable Accommodation team supports private employers, local government agencies, legal counsel, and aggrieved employees in the areas of employment testing and reasonable accommodation. Our specialized management training programs meet the annual training requirements of cities and counties. Our ADA Title I medical examination training programs for work evaluators, physicians, and legal counsel offer essential insights into employment testing clinical practices under the law.

The Employment and Rehabilitation Institute of California

Roy and Len Matheson, Ph.D., were co-founders of the Employment and Rehabilitation Institute of California (ERIC) in 1984, the nation's first full-service industrial rehabilitation center. Providing work capacity evaluation, functional capacity evaluation, and work hardening services, the clinic became a model for hundreds of similar programs throughout the United States and Canada. In 1988, the ERIC clinical program and the growing training programs were organized as separate business entities with Len directing the clinical work and Roy directing the training.

Roy Matheson and Associates, Inc.

Roy Matheson and Associates, Inc. (now 'Matheson Education and Training Solutions, LLC' or METS) provided post-graduate training to more than 15,000 occupational therapists, physical therapists, ergonomic evaluators, physicians, and psychologists. As the resident 'guru,' Roy developed a highly respected cadre of trainers and mentors. This renowned group of expert work evaluators and ergonomic evaluation professionals reside in the highest echelon of expert witness providers in the United States and Canada. Their on-going training programs share the Matheson philosophy and Dr. Matheson's evaluation standards in countries across the free world.

Since 1983, Roy Matheson and Dr. Leonard Matheson have earned excellent reputations as teachers, professional mentors, and program development consultants as they remain actively involved in moving forward their fields of practice.

Course Registration

- To register, visit our website at <https://reasonableaccommodation.com>. Click on ‘Essential Function Job Analysis – Cognitive and Physical’ link on the Rehabilitation Professionals dropdown menu.
- To register by phone, call **603-358-6633**.

Reasonable Accommodation, LLC
165 Martell Court
Keene, NH 03431
TIN 47-4705706
info@mathesonra.com



National Network
Information, Guidance and Training on the
Americans with Disabilities Act

