

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1256
Issued:	01/14/11
Post until:	02/14/11

SUBJECT: ESSENTIAL JOB FUNCTIONS

The following policy addresses Essential Job Functions, Work Hardening Assignments and Conditional Assignments for all Probation Department classifications.

Essential Job Functions:

Essential Job Functions are duties considered crucial to a specific job. In order to retain your current job or be considered for an alternative job, you must have both the physical and mental qualifications to fulfill all essential job functions.

Essential Job Functions Evaluation Criteria:

- The functions of the job are required to be performed by all persons in the position.
- The position exists to perform the function.
- The position would be fundamentally altered if the function(s) were eliminated.
- The examples of the functions to be performed in the position are provided in the Class Specification and Job Description.

When employees can no longer perform the Essential Job Functions, the following temporary assignments may be available:

Work Hardening Assignment:

A Work Hardening Assignment is a temporary assignment when the employee has temporary work restrictions that are incompatible with the Essential Job Functions of their payroll classification. The accommodations are temporary and designed to last initially for 12 weeks. At the end of the 12 weeks, an Interactive Process Meeting will be held to discuss the employee's ability to perform the Essential Job Functions of their payroll classification.

Conditional Assignment:

A Conditional Assignment is a temporary assignment that signifies that the employee has reached a permanent and stationary status or maximum medical improvement. The employee will be placed on a temporary Conditional Assignment pending the exploration of alternate solutions such as voluntary demotion, disability retirement or a countywide job search for a compatible position within the County of Los Angeles.

Questions or concerns relating to this Directive may be addressed by contacting the Human Resources Division at (562) 940-2554.



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