



# ESSENTIAL JOB FUNCTIONS ASSESSMENT

FORM 307

TO BE COMPLETED BY EMPLOYEE'S IMMEDIATE SUPERVISOR/MANAGER (PLEASE PRINT LEGIBLY)

Employee Name: Jennette Vining

Employee ID: 124450

Position Title: Adjudications Specialist

Work Hours (please include telework schedule):

Dept./Unit: Adjudications

M-F 7:30-4p. Telework 80% of the work week.

Work Location: Middletown Adjudications

Recruitment No.: N/A

DAS Job Posting Attached: YES  NO   
**(The posting must accompany this form)**

1. What are the essential functions of the job? Conducting unemployment fact finding hearings to determine unemployment eligibility.

2. Would removing that function fundamentally change the job? Yes

3. How much time, approximately, is spent performing the function? 40 hours per week.

4. What is the degree of importance to the overall job success? Very important

5. How many employees perform this function? 50

6. What is the degree of expertise (experience and skills) required to perform the function (e.g., special training, license, or certification) upon entry to the job?

Must have knowledge of UI and one year as an ACSR.

7. Would the function performed preclude accommodations? No

8. If your response to #7 is "yes", what accommodations would be precluded?

9. Additional Comments:

Please be advised that Jennette accepted a temporary assignment in the Appeals Division and that assignment commences on 10/20/2023. The Adjudications Division is ok with this accommodation through 10/19/23 but accommodation requests after that must be approved by the Appeals Division.

Ken Petow-Adj Director

Printed Name of Supervisor/Manager

Job Title

Ken Petow

10/10/2023

Signature of Supervisor/Manager

Date

**Please submit this completed and signed form, with the perspective job posting attached, to the Office of Diversity and Equity Programs (ODEP) via e-mail at [jeri.d.beckford@ct.gov](mailto:jeri.d.beckford@ct.gov).**