AGENCY ESSENTIAL FUNCTIONS

TASK A. List All Agency Functions	**TASK B. Identify Essential Functions**
1. Examine agency legislative and regulatory mission. 2. Review existing SOPs and EOPs. 3. Talk to experts and former employees familiar with the agency. 4. In the first column of the table below, list all agency functions identified.	1. Re-examine agency mission. 2. Examine the services the agency provides to other agencies and the public. 3. Identify supporting critical processes and services in Column 2. 4. Indicate in Column 3 which functions are "essential" after considering their relationship to the agency mission and their supporting critical processes and services.

The first and second row provides an example of an essential function.

All Functions	**Supporting Critical Processes & Services**	**Essential Function**	
		Yes	**No**
FINANCE DIVISION			
Finance	*Payroll*	✔	

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