

CRITICAL FUNCTION INVENTORY					
Pandemic Planning					
DEPARTMENT:					
Division:					
Line of Succession					
1.					
2.					
3.					
Please answer the following:				Yes	No
1. For public contact duties-can a shared public access location be implemented in time of short staffing?					
2. Can information needed or transaction to perform task be mailed using USPS or other delivery method?					
3. Can information needed or transaction to perform task be conducted over the Internet?					
a. If yes, will a published email address for department or task be enough?					
b. If an email address is not enough, what would be needed from an Internet form or applications?					
Please Provide the Following Information:					
Critical Function	Primary Employee	Back-up Person(s) (Please list 2 Addtl.)	Normal Work Location (Department, Building, Floor)	Off-Site	
1. Payroll					
2. Bill Processing					
3.					
4.					
5.					
6.					
7.					