



## TAHOE CITY PUBLIC UTILITY DISTRICT Job Analysis Form

**JOB TITLE:** Administrative Assistant      **DEPT:** As Assigned

**JOB SUMMARY:** Under the general supervision of assigned department manager, provides administrative support and performs customer service functions in various District departments.

### 1. Gross Body Movements:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Frequently
C. Walking	Frequently
D. Walking – uneven terrain	Rarely
E. Driving	Rarely
F. Hearing	Regularly
G. Speaking	Regularly
H. Seeing	Regularly

### 2. Job Specific Body Movements:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

Activity	Daily Frequency
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (40-70 lbs)	FREQ
G. Pulling (10-30 lbs)	FREQ
H. Stooping	OCC
I. Working at heights; (8 feet above/below ground)	FREQ
J. Working/Reaching above shoulder level	FREQ
K. Working/Reaching below shoulder level	FREQ
L. Working/Reaching at desk level	CONT

### 3. Lifting:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

<b>Weight</b>	<b>Daily Frequency</b>
A. 10 lbs or less	CONT
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	OCC
D. 51 to 75	OCC
E. 76 to 100 lbs.	N/A
F. Over 100 lbs.	N/A

### 4. Hand Coordination Activities:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

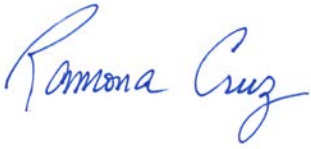
<b>Activity</b>	<b>Daily Frequency</b>
<b>A. Hand</b>	
1. Pulling	Regularly
2. Pushing	Frequently
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Regularly
2. Calculator	Frequently
3. Writing	Regularly
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
<b>C. Simple Grasping</b>	
1. Filing	Regularly
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Regularly
4. 3-Ring binder/files	Regularly
5. Manipulating maps	Frequently
6. Writing on clipboard	Occasionally
<b>D. Power Grip</b>	
1. Power Tools	Rarely
2. Equipment (shovel, etc)	Rarely
<b>E. Arm</b>	
1. Lateral Movement	Regularly
2. Rotation	Regularly

5. Height from floor of objects to be reached or worked on:

	<b>Object</b>	<b>Height</b>
A.	Files	Up to 7 feet

6. Mental Requirements

	<b>Activity</b>	<b>Daily Frequency</b>
1.	Analyzing	Continuous
2.	Identifying	Continuous
3.	Interpreting	Continuous
4.	Knowing	Continuous
5.	Observing	Continuous
6.	Problem Solving	Continuous
7.	Remembering	Continuous
8.	Understanding	Continuous
9.	Explaining	Continuous

**Reviewed/Approved by:** 

**Date:** 1/29/2015