



**TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form**

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

JOB SUMMARY: Under the general supervision of a department manager, provides a variety of technical support relevant to area of assignment.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Occasionally
C. Walking	Occasionally
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	N/A
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (20-30 lbs)	OCC
G. Pulling (20-30 lbs)	OCC
H. Stooping	N/A
I. Working at heights; 2 feet above/below ground	OCC
J. Working/Reaching above shoulder level	FREQ
K. Working/Reaching below shoulder level	OCC
L. Working/Reaching at desk level	FREQ

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.

Weight	Daily Frequency
A. 10 lbs or less	FREQ
B. 11 to 25 lbs	FREQ
C. 26 to 50 lbs.	OCC
D. 51 to 75	N/A
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)

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

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

	Object	Height
A.	Files	4 feet
B.	Binders/boxes	8 feet

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 1/29/2015