



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Executive Assistant **DEPT:** Administrative Services

JOB SUMMARY: Under the direction of the General Manager, provides administrative support to the Board of Directors and General Manager.

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	Frequently
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 (25 lbs)	OCC
G. Pulling (25 lbs)	OCC
H. Stooping	N/A
I. Working at heights; up to 9 ft.	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	OCC
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.

Weight	Daily Frequency
A. 10 lbs or less	CONT
B. 11 to 25 lbs	OCC
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	Rarely
2. Pushing	Rarely
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	Frequently
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	Rarely

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

Object	Height
A. Files	3 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	Continuous

Reviewed/Approved by:



Date: 12/23/2015