



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

**JOB TITLE:** Information Systems and Technology Technician I/II

**DEPT:** Support Services

**JOB SUMMARY:** Under the supervision of assigned supervisor, assists with the development and maintenance of the District’s GIS, asset management and related programs and applications and performs technical and engineering field and office work.

**1. Gross Body Movements:**

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

<b>Activity</b>	<b>Daily Frequency</b>
A. Sitting	Regularly
B. Standing	Occasionally
C. Walking	Occasionally
D. Walking – uneven terrain	Occasionally
E. Driving	Occasionally
F. Hearing	Occasionally
G. Speaking	Occasionally
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.

<b>Activity</b>	<b>Daily Frequency</b>
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	N/A
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (10-30 lbs)	OCC
G. Pulling (10-30 lbs)	OCC
H. Stooping	N/A
I. Working at heights; 6 feet above/below ground	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.

<b>Weight</b>	<b>Daily Frequency</b>
A. 10 lbs or less	OCC
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)


<b>Activity</b>	<b>Daily Frequency</b>
<b>A. Hand</b>	
1. Pulling	Rarely
2. Pushing	Rarely
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Regularly
2. Calculator	Occasionally
3. Writing	Occasionally
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
<b>C. Simple Grasping</b>	
1. Filing	Occasionally
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Rarely
4. 3-Ring binder/files	Rarely
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	Rarely
2. Rotation	Rarely

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

<b>Object</b>	<b>Height</b>
A. Maps	1 – 4 feet
B. Boxes	1 – 6 feet
C. Books/Documents	1 – 6 feet

6. Mental Requirements

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

Reviewed/Approved by: 

Date: 12/23/2015