



TAHOE CITY PUBLIC UTILITY DISTRICT
Job Analysis Form

JOB TITLE: Information Systems and Technology Administrator
DEPT: Governance and Administrative Services

JOB SUMMARY: To plan, implement, coordinate and administer the District's information systems resources and infrastructure; to manage all aspects of the programs' structures and designs for effective use; and to provide strategic planning, project management, implementation and support for technology infrastructure and projects throughout the District.

1. Gross Body Movements:

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

Activity	Daily Frequency
A. Sitting	Regularly
B. Standing	Rarely
C. Walking	Occasionally
D. Walking – uneven terrain	Occasionally
E. Driving	Occasionally
F. Hearing	Frequently
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	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (40 lbs.)	OCC
G. Pulling (40 lbs.)	OCC
H. Stooping	OCC
I. Working at heights	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	CONT
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	FREQ
B. 11 to 25 lbs.	FREQ
C. 26 to 50 lbs.	FREQ
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).

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

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

Object	Height
A. Boxes	1-6 feet
B. Binders on shelf	1-6 feet
C. IT Equipment	6-18 feet

6. Mental Requirements:

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

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

Reviewed/Approved by:



Date: April 5, 2019