JOB CLASSIFICATION: Department Information Systems Technician I/II DEPARTMENT: District Attorney's Office DOT OCCUPATION CODE: 033.162-018 DATE COMPLETED: June 2020 DIVISION: Administration PHYSICAL DEMAND STRENGTH RATING: Medium, per Job Analysis

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the "Medical Provider Use Only" columns to the right of each section and the "Medical Provider's Comments & Signature" Section (Section 8) to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please use Section 8 to provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr. Shift	9 Hr. Shift	10 Hr. Shift	12 Hr. Shift
Never (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 - 100	0 - 2.5	0-3	0 - 3.5	0-4
Frequently (F)	34 - 66%	100 - 500	2.5 - 5.5	3 – 6	3.5 - 7	4-8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 – 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job	C. Free	D. Equipment or	E.	F. Reason	G. Essential	Medical Provider Use Only: For
	Duty	Rating	tools used to	Specialized	position	or Non-	each job duty/function,
	#		perform (Describe)	Expertise,			indicate in this column "Can
				License,	(Y/N)		Perform", is "Temporarily
				Certification			Restricted" from performing, or
				Required?			is "Permanently Restricted"
				(Describe)			from performing.
While performing the following duties, employees in this	1	С	Computers,		У	E	
position work in an office environment routinely using office			phones,				
equipment such as computers, phones, photocopiers, fax			photocopiers, fax				
machines, etc.			machines,				
machines, etc.			scanners				
Communicates by phone, email, or in person with staff,	2	С	Computers,		Y	E	
management, and vendors; provides advice and guidance;			phones,				
coordinates activities, answers questions, problem solves;			photocopiers, fax				
uses good judgment and discretion while troubleshooting			machines,				
systems and services; maintains a calm, courteous demeanor			scanners				
when dealing with high customer anxiety; provides ongoing							
updates to manager, and requests guidance and advice.							

JOB DEMANDS ANALYSIS

A. Job Duty/Function Investigates problems and performs system hardware, software, and communication connection repairs; identifies problems, troubleshoots information systems components; bends, stoops, reaches, and crawls.			D. Equipment or tools used to perform (Describe) Computers, phones, photocopiers, fax machines,	License, Certification Required? (Describe)	position	G. Essential or Non- Essential E	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Unpacks, assembles, and installs computers, printers, phone systems, and other computer hardware; installs, customizes, configures maintains, and supports computer hardware, software, including third party software add-ons, operating systems, and phone systems, both on and off-site; works in confined and dusty spaces; bends, reaches, stoops, crawls, climbs, uses equipment carts to move equipment weighing from 10 to 64 pounds.		0	Computers, phones, fax machines, scanners, equipment cart, hand tools		Y	E	
Modifies user accounts, groups, resources, membership rights, and maintains system codes.	5	0	Computers, phones		Y	E	
Prepares and updates manuals, instructions, and operating procedures.	6	0	Computer		Y	E	
Develops and provides training for staff and management in processes and IT systems.	7		Computers, projectors				
Inventories IT hardware and supplies; places requests to orders hardware and supplies as necessary; organizes, distributes, and installs hardware and supplies.	8	F	Computers, phones, photocopiers, fax machines, scanners,		Y	E	
Participates in continuous training, research, study, and reading, both on and off-site, to keep current in information technology products, standards and best practices, and to maintain working knowledge of hardware and software applications of supported system; attends off-site training.	9	F	Computer		Y	E	

PART 2: PHYSICAL DEMANDS

			-	-	
Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	Can	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
Sitting (i.e., Performing computer work; analyzing system problems)	1,3,4,5,6	F			
Walking (i.e., Moving or installing computers, printers, phone systems and other computer hardware)	1,2,4	0			
Running	N/A	N			
Standing (i.e., Training staff and clients in					
process and ISD systems)	1,2,3,4,5	0			
Bending-Neck (i.e., Performing computer work; Installing/troubleshooting computers and devices)	1,2,3,4,5	C			
Bending-Waist (i.e., Installing/troubleshooting computers and devices)	1,2	0			
Squatting (i.e., Installing/troubleshooting computers and devices)	1,2	0			
Climbing (i.e., Accessing items on higher shelf)	1,2	0			
Kneeling (i.e., Installing/troubleshooting					
computers and devices)	1,2	0			
Crawling (i.e., Installing/troubleshooting computers and devices)	1,2	0			
Twisting (neck) (i.e., Looking back and forth at multiple monitors)	1,2,3,4,5	F			
Twisting (waist) (i.e., Installing/troubleshooting computers and devices)	1,2	0			
Repetitive Hand Use (i.e., Performing work duties, as listed below)	1,2,3,4,5	F			
Simple Grasping-Right Hand (i.e., Attaching cables to computers and peripheral devices; Using hand tools)	1,2	о			
Simple Grasping-Left Hand (i.e., Attaching cables to computers and peripheral devices; Using hand tools)	1,2	0			
Power Grasping-Right Hand	N/A	Ν			
Power Grasping-Left Hand	N/A	N			
Fine Manipulation-Right Hand (i.e., Attaching monitor cables, which requires turning pairs of knurled nuts)	1,2	0			
Fine Manipulation-Left Hand (i.e., Attaching monitor cables, which requires turning pairs of knurled nuts)	1,2	0			
Pushing and Pulling (right hand) (i.e., Moving, installing, relocation computers, copiers and peripheral devices; Equipment carts)	1,2,4	0			
Pushing and Pulling (left hand) (i.e., Moving, installing, relocation computers, copiers and peripheral devices; Equipment carts)	1,2,4	0			
Reaching (above shoulder level) (i.e., Reaching for supplies)	1,2	0			
Reaching (below shoulder level) (i.e., Installing/troubleshooting computers and devices)	1,2	F			
Lifting-up to 10 lbs. (i.e., Tools; Laptops; Computer components)	1,2	F			
Lifting-11-25 lbs. (i.e., Computer monitors; phone systems)	1,2	0			
Lifting-26-50 lbs. (i.e., Computers; Printers; Peripheral devices)	1,2	0			

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY:
Activity	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
	Requiring Activity	Frequent, or Constant	Perform	Restricted	Restricted
Lifting 51-75 lbs. (non-essential is other staff available to help) (i.e., Printer style used by entire Department)	2	0			
Lifting 76-100 lbs.	N/A	Ν			
Lifting 100 + lbs.	N/A	N			
Carrying 0-10 lbs. (i.e., Tools; Laptops; Computer components)	1,2	F			
Carrying 11-25 lbs. (i.e., Computer monitors; phone systems)	1,2	0			
Carrying 26-50 lbs. (i.e., Computers; Printers; Peripheral devices)	1,2	0			
Carrying 51-75 lbs. (non-essential is other staff available to help) (i.e., Printer style used by entire Department)	2	0			
Carrying 76-100 lbs.	N/A	Ν			

PART 3: SENSORY REQUIREMENTS

	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	Can	Temporarily	USE ONLY Permanently Restricted
Functional vision, normal or corrected (i.e., Reading and analyzing data; installing/trouble- shooting computer and phone systems)	1,2,3,4,5,6	С			
Functional color vision, normal or corrected	2,4,5	0			
Functional night vision, normal or corrected	N/A	N			
Functional hearing, normal or corrected (i.e., Communicating in person or over the phone; Training staff and clients)	1,4,6	F			
A sense of smell or taste (i.e., Recognize smell of smoke or potential fire danger while installing/trouble-shooting computer and phone systems)	10	0			

PART 4: COMPREHENSION LEVEL

		MEDICAL	PROVIDER	USE ONLY
	FREQUENCY RATING Never, Occasional; Frequent, or	Can	Temporarily	Permanently
Activity	Constant	Perform	Restricted	Restricted
Follow Oral Instructions	F			
Follow Written Instructions	F			
Required to sustain concentration	С			

PART 5: NATURE OF TASKS

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
Follow set procedures	С			
Organize and prioritize own work	F			
Able to ask questions or request assistance when needed	С			
Required to make decisions independently	F			
Required to train and/or lead others	0			
Required to direct others (e.g. planning, goal setting, performance)	Ν			

PART 6: WORK PACE

		MEDICAL	PROVIDER	USE ONLY
	FREQUENCY RATING Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
Tightly scheduled and rapid pace of	F			
work activities at high volume	F			
Meet time sensitive deadlines	F			
Long and/or irregular hours	0			
Limited/unpredictable opportunity for breaks	0			
Required to perform on-call or emergency work	Ν			

PART 7: COMPLEXITY/VARIABILITY

		MEDICAL	PROVIDER	USE ONLY
	FREQUENCY RATING Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
Variable and unpredictable workflow	F			
Attention divided by issues requiring multi-	r.			
tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	С			
Requires use of judgment in adapting	0			
procedures from one task to another	0			
Possible legal ramifications associated with	6			
work activities or work product	C			

PART 8: INTERACTIONS WITH OTHERS

		MEDICAL	PROVIDER	USE ONLY
	FREQUENCY RATING Never,	Can	Temporarily	Permanently
Activity	Occasional; Frequent, or Constant	Perform	Restricted	Restricted
Works with others (e.g., co-workers, other	F			
departments/agencies, public)	F			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information	0			
(e.g., advises, persuades, justifies)	0			
Interactions occur under circumstances of emotional	F			
stress	F			
Risk of confrontation with violent or assaultive clients	0			
or customers	0			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity Frequent, or constant Perform Restricted Work Inside C Image: Constant Perform Restricted Work Outside O Image: Constant Perform Restricted Extreme Heat (above 100 degrees) N Image: Constant	RT 5. ENVIRONMENTAL FACTORS/ WORKING CONDITIONS.	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
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Work Outside O Image: Control of the co			Perform	Restricted	Restricted
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Operates heavy equipment N N					
	Other:	N			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

			Frequency (one time,
Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	annual, etc.)
Audiometric Testing			
DOT Drug and Alcohol Screening			
DOT Physical Exam			
Respirator Physical Exam			
Respirator Questionnaire – Short			
Respirator Questionnaire – Standard			
Blood lead level			
Hazardous Waste/Emergency Worker physical			
Heavy metal screen (mercury, lead, arsenic)			
HINT Hearing Noise Sensitivity Testing			
Tuberculosis skin test			
Vaccine: MMR			
Vaccine: Hepatitis B			
Vaccine: Influenza			
Vaccine: Meningococcal			
Vaccine: Pneumococcal			
Vaccine: Rabies			
Vaccine: Tdap			
Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



Printer used/serviced department wide- 64lbs. On 30" surface; if moved placed on 33" high cart

JOB DEMANDS ANALYSIS Review and Signature Page

PART 12 – FORM REVIEW AND SIGNATURES

SUPERVISOR/SECTION MANAGER				
Name:	_ Title:			
Signature:	_Date:			
HUMAN RESOURCES RECRUITMENT AND CLASSIFICATION				
Name:	_Title:			
Signature:	_Date:			
HUMAN RESOURCES SAFETY UNIT				
Name:	Title:			
Signature:	_Date:			
HUMAN RESOURCES DISABILITY MANAGEMENT				
Name:	_Title:			
Signature:	_Date:			
PART 13 – MEDICAL PROVIDER REVIEW AND COMMENTS				
Employee Name:	Date of Evaluation:			
COMMENTS:				
Provider Signature:	Date:			