

ESSENTIAL FUNCTIONS JOB ANALYSIS

Date of Analysis June 2016

Position Library Assistant

1. Work hours: From varies To varies Number of days per week 2-7

2. Is Overtime Required? no

How much? (avg.) _____ How often? (avg.) _____ Seasonal? _____

3. What licenses/certifications are required in the job, i.e., CDL, CPR, etc.? _____

4. Position supervises 0 (#) of city employees. List employees:

5. Position gives work direction to 0 (#) of city employees. List employees:

Physical Requirements

In a work day, the job requires (check the appropriate column for each activity):

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Stooping/crouching					X	
Standing	X					
Walking			X			
Sitting		X				
Jumping					X	
Turning body					X	
Bending/twisting					X	
Squatting			X			
Ascending/descending steps				X		
Ascending/descending ladders						X
Ascending/descending ramps					X	
Reaching/working at/below shoulder level	X					
Reaching/working above shoulder level			X			
Lifting above shoulder level			X			
Kneeling/crawling			X			
Equilibrium	X					
Pushing/pulling				X		
Throwing						X
Walking on uneven ground					X	
Working in trenches						X

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Working above ground	X					
Balancing	X					
Handling/gross feeling (texture)				X		
Fine fingering manipulation		X				
Tasting/smelling						X
Accommodation (focal length change)			X			
Field of vision (peripheral vision)			X			
Turning wrenches/valves/handles					X	
Hand operation of knobs, levers or cranks					X	
High speed assembly (left/right/either/both)					X	
Fine assembly (left/right/either/both)			X			
Strong grip (left/right/either/both)			X			
Ability to actuate mechanism with feet (left/right/either both)						X
Far vision (correctable to 20/40) (replace with job's required acuity if necessary)		X				
Near vision (correctable to 20/20) (replace with job's required acuity if necessary)	X					
Highly accurate depth perception			X			
Ability to perceive spoken voice clearly (with or without hearing aid)	X					
Ability to hear warning horns or sirens over 70 decibels				X		
Comprehensible speech	X					
Finely developed balance and coordination						X
Ability to differentiate colors precisely					X	
Ability to wear a self-contained breathing apparatus during mild/moderate/strenuous exertion						X

*Sporadic: This function is essential but done intermittently.

*Incidental: This function not essential to position – may be performed by other employee, organization, or machine.

6. The heaviest weight lifted while either sitting or standing in one place is 75 lbs

Examples of lifting requirements of this weight are (list object and weight):

Books, tables, equipment

7. The heaviest weight carried while walking from place to place weighs: 50 lbs

Examples of lifting requirements of this weight are (list object and weight):

Books, tables, equipment

8. The heaviest pushed/pulled weight by the employee is: 200 lbs and it is pushed/pulled a distance of 200 ft at a frequency of Twice a week

9. In a work day, the job requires lifting:

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting up to 10 pounds	x					
11 to 25 lbs.		x				
26 to 50 lbs.			x			
51 to 100 lbs.				x		
Over 100 lbs.					x	

10. In a work day, does the job require carrying an object distances greater than 10 feet?

Pounds	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Carrying under 10 pounds	x					
11 to 25 lbs.		x				
26 to 50 lbs.			x			
51 to 100 lbs.				x		
Over 100 lbs.					x	

11. Does the job require use of hands for repetitive actions?

		Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Lifting grasping	R		x				
	L		x				
Firm grasping	R		x				
	L		x				
Fine manipulation (keyboarding/ typing)	R		x				
	L		x				

12. Does the job require a specific grip strength? Yes _____ No x

Grip strength measured _____

13. Does the job require use of feet as in operation of foot controls?

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Both						x
Right						x
Left						x

14. Does the job require sensory acuity? (Please comment on yes replies and give examples.)

a.	Vision	Yes	No	Comment
1.	color vision	_____	x	_____
2.	depth perception	x	_____	To navigate library
3.	peripheral vision	x	_____	To navigate library
b.	Hearing	x	_____	Need to hear employees and public
c.	Touch	_____	x	_____

15. Would occasional interruption of consciousness jeopardize self or others? Yes x No _____

	Continuous (66%-100%)	Frequently (34%-65%)	Occasionally (1%-33%)	Sporadic*	Incidental*	Never
Listening to issues and problems from subordinates					X	
Solving production/equipment, tool/facility problems			X			
Solving personnel problems involving counseling, grievances, or other personal issues						X
Developing department procedures and policies, i.e., safety programs			X			
Interviewing job applicants					X	
Selection of applicants for job positions					X	
Orientation of new employees			X			
Recognizing and rewarding subordinates						X
Inspection or testing for quality				X		
Taking corrective actions to resolve performance problems			X			
Disciplining or terminating employees						X
Issuing regular reports or other written communications			X			
Scheduling work schedules/shifts					X	
Monitor progress, quality and cost of work and make adjustments as needed			X			
Attend and participate in regular department, commission, or other City meetings as needed			X			
Speed, consistency and accuracy in tasks, meeting precise tolerances and standards		X				
Interpersonal skills sufficient to work closely with others on a team	X					
Ability to demonstrate flexibility in work environment, performing variety of frequently changing tasks	X					
Sustained concentration and prolonged commitment to job tasks			X			
High level cognitive, interpretive or judgment skills			X			
Ability to influence other (selling-type skills)			X			
Ability to plan, negotiate, direct, control and monitor others' activities			X			
Ability to express creativity through writing, painting, decorating, composing, or inventing			X			
Ability to work alone effectively under stress in situations dangerous to self or others						X

Please list any other skills or abilities not covered in this analysis that would describe what this employee does in this position.

Completed by _____ Date _____
Reviewed and amended by library assistants in conjunction with the library director, June 2016.