



FUNCTIONAL JOB ANALYSIS

DEPARTMENT: Information Technology

POSTION TITLE: Information Technology Director

Key:

Never (0%)	Rarely (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Not at all	1-24 minutes in an 8 hour work day	.5 hours-2.5 hours in an 8 hour work day	2.75- 5.25 hours in an 8 hour work day	5.5 – 8 hours in an 8 hour work day

Functional job demands:

- 1. Standing:** **Frequently: (34-66%)**
 This individual may be standing for extended times when servicing computer equipment.
- 2. Sitting:** **Occasionally: (6-33%)**
 This individual sits while working at computer stations throughout the day, prolonged sitting required but the individual has option moving into standing as needed.
 Travel by vehicle for up to 60 minutes to provide service to other Hubbard County offices occurs approximately 6 times a year.
- 3. Floor lift:** **Rarely: (1-5%)**
 Lifting of computer towers: 18#, printer: 15# to 50#.
 Lifting of servers, 40-80# occurs 3-4 times a year. Two people are used for lifting of servers.
 Lifting of flat screen televisions occurs infrequently. Two or more people are used for managing TV installation.
- 4. Single hand Carry and lift:** **Frequently: (34-66%)**
 Laptops less than 10#.
- 5. Two handed carry:** **Occasionally: (6-33%)**
 Unloading of equipment and transporting of equipment to workstations occurs intermittently though out the year as needed. A cart is available for transportation of devices.
- 6. Push/pull** **Rarely: (1-5%)**
 Pulling or pushing of 43# UPS/battery back-up may occur on infrequent bases.
 Pushing/pulling of servers to access wiring may be done; force is minimal once the server is mounted on guide.

- 7. Low level work:** **Frequently: (34 to 66%)**
Squatting, stooping, kneeling, crawling (hands and knees) and/or supine may be required to access under desk wiring and cables.
- 8. Climbing:** **Rarely: (1-5%)**
The individual may need to use ladder to install or replace wireless devices on ceiling 5-6 times a year.
- 9. Stairs:** **Occasionally: (6-33%)**
Stairs and/or elevators are used to travel between floors.
- 10. Step- up/over:** **Rarely: (1-5%)**
Stepping over objects up to 16" in height, may be required when servicing computer equipment and/or office furniture.
- 11. Overhead tasks:** **Occasionally: (6-33%)**
Reaching up to height of 75 inches to access and work on servers, upper shelves may be required. Reaching overhead while on a ladder may be required to service wireless devices (rarely).
- 12. Fine motor skills:** **Frequently: (34 -66%)**
Pinching of wires and assembly of connectors is required to connect computers, equipment and servers.
Assembly of slides and guides to install server mounts/guides requires use of hand tools, bolts/screws.
Grasp and pinch strength: is required to crimp wires using snips.
Pinch strength required to hold and manipulate wires, attach network jacks.
- 13. Elevated work:** **Rarely: (1-5%)**
The individual may need to use ladder to install or replace wireless devices on ceiling, 5-6 times a year.
- 14. Walking:** **Frequently: (34-66%)**
This individual travels by foot between several county buildings during the day. Walking on un-even surfaces outside may occur, but most walking outside is on sidewalks and parking lots.
- 15. Balance:** **Rarely: (1-5%)**
Balance while on ladder rung.
- 16. Forward reach:** **Frequently: (34-66%)**
Horizontal forward reach is often needed to access back panels of computer towers, monitors, servers, printers and other technology equipment.

Assessment completed by: Denise Ristinen, OTR/L, 12-7-2017
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