

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

Physical Required: General physical, Diabetes, BP, Vision, and Back strength and lifting.

PATIENT NAME:

JOB TITLE: Desktop Support Specialist

DEPARTMENT: Development & Environmental Services

WORK SCHEDULE: 35/week

JOB DESCRIPTION: The position will train and assist department staff in the use of software, write individualized written procedures for various department software programs (word processing, spreadsheet, etc.) in order to create a more user-friendly environment for employees with limited computer knowledge. May enter data and prepare management reports as required.

WORK ENVIRONMENT: Work takes place in an office environment.

ESSENTIAL FUNCTIONS: Programs, modifies and adapts database software in order to make it serve the needs of professional and clerical staff. Loads, maintains and troubleshoots all end user programs and operating systems in use on microcomputers. Trains organizational staff in how to use computers and computer software. Installs, maintains, repairs, upgrades or replaces computer hardware. Resolves problems involving compatibility of interconnected hardware. Resolves problems involving compatibility of computer hardware, operating systems and software. Writes documentation on program design and operation. Produces or assures the production of back-up copies of data and all software in use.

***Continued on next page.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	0
Walking <input type="checkbox"/> uneven terrain	~1
Sitting	~6
Climbing stairs	0
Climbing	0
Balancing	0
Bending/Stooping	~2
Kneeling	~2
Crouching	~2
Crawling	~2
Foot controls	0
Reaching above shoulders	~30 minutes
Reaching waist-shoulder	~6

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	~1
Reaching floor-knee	~1
Lifting/Carrying 1-10#	~3
Lifting/Carrying 11-20#	~2
Lifting/Carrying 21-50#	~2
Lifting/Carrying 51-100#	0
Lifting/Carrying 100+#	0
Handling	~1
Hand Controls	5 (using a mouse)
Fingering <input checked="" type="checkbox"/> keyboarding	~6
Vision to assure safety of others	0
Hearing to assure safety of others	0

Exposures:

- Outside weather
 Non-weather related temp below 55°
 Non-weather related temp above 75°
 Humidity/dampness
 Moving mechanical parts
 Exposed high places
 Vibration
 Toxic or caustic chemicals
 Confined spaces
 Wet Gasses
 Fumes Odors
 Dusts Mists
 Radiation Explosives
 Noise Level 40 dbs
 Other _____

Special Requirements:

- CDL Respirator use

I have reviewed the following Job Analysis for the above-named employee.

Signature

Date

Printed Name