

# Job Analysis Form

Alternate Format Available



King County

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## SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

A more detailed form is available on the web at <http://www.metrokc.gov/ohrm/kcjabank/>

PATIENT NAME: \_\_\_\_\_

JOB TITLE: Information Systems Professional II

DEPARTMENT: Public Health

WORK SCHEDULE: 7:00am-3:00pm

**JOB DESCRIPTION:** Performs entry-level professional information systems or communications systems responsibilities to meet the needs of clients. The incumbent's responsibilities are based on the application of knowledge or an expertise in automated information, networking or communications systems and computer technology principles. Responsibilities include task in design, analysis, maintenance, programming and the resolution of end-user problems.

**WORK ENVIRONMENT:** Work is performed in an office setting and the work may include lifting and carrying of computer hardware. The noise level is quiet.

**ESSENTIAL FUNCTIONS:** Installs, configures, maintains and documents hardware and software systems. Resolves hardware and software problems on a variety of desktop systems. Uses diagnostic equipment and tools to troubleshoot and maintain desktop computer systems and peripherals. Assists in the purchasing of desktop computers, peripherals, hardware and/or software. Determines customer-required information, information processing methodology and reporting format. Maintains hardware and software assets, as well as license tracking information. Assists with specific quality assurance issues, such as documentation, testing, change management, and implementation. Researches, evaluates and recommends new software and hardware technology and products. Advises and recommends information systems policies and use of technology. Provides customer services, project management, and technical skills. Monitors and maintains assigned automated information systems and desktop computer systems. Monitors system performance and client acceptance. Monitors trouble tickets and logs them into the help desk system.

PHYSICAL DEMAND	HRS PER SHIFT
Standing	1.5
Walking <input type="checkbox"/> uneven terrain	7
Sitting	7
Climbing stairs	1.5
Climbing <u>desk</u>	6 seconds
Balancing	30 minutes
Bending/Stooping	5
Kneeling	2
Crouching	1
Crawling	4
Foot controls	3
Reaching above shoulders	45 minutes
Reaching waist-shoulder	6.5

PHYSICAL DEMAND	HRS PER SHIFT
Reaching knee-waist	30 minutes
Reaching floor-knee	2
Lifting/Carrying 1-10#	3.5/7
Lifting/Carrying 11-20#	5 min./2 hrs.
Lifting/Carrying 21-50#	12 min./5 min.
Lifting/Carrying 51-100#	Up to several minutes
Lifting/Carrying 100+#	0
Handling	2.5
Hand Controls	4
Fingering <input checked="" type="checkbox"/> keyboarding	4
Vision to assure safety of others	3
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 \_\_\_\_\_

Other Poor ventilation

Special Requirements:

CDL  Respirator use

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

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date