



# USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

<b>JOB TITLE:</b>	<b>Safety/Risk Management Assistant</b>
<b>DEPARTMENT:</b>	<b>Safety/Risk Management</b>
<b>EMPLOYER:</b>	<b>Vallejo Sanitation and Flood Control District</b> <b>450 Ryder Street, Vallejo, California 94590</b>
<b>DATE PREPARED:</b>	<b>1/15/2004</b>
<b>WORK SCHEDULE/HOURS:</b>	<b>9-80 work schedule, 4-5 days per week, 8-9 hours per shift.</b>
<b>EMPLOYEE:</b>	
<b>D/I:</b>	
<b>CLAIM NUMBER:</b>	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

## Job Functions

### Overview:

Provide computer and clerical support to the District's Safety and Risk Management staff including Occupational Health and Workers' Compensation Program. Provide clerical and technical support to the Director of Safety and Risk Management in the development and implementation of safety and risk management programs.

### Essential Functions:

- The employee is responsible for keeping track of data and information on a daily basis and preparing reports and statistical information for the Director of Safety and Risk Management and outside agencies.
- The employee uses computer applications to format, present, and/or review Risk Management and Safety related information and statistical data including, but not limited to, employee injuries, vehicle accidents, workers' compensation claims and public liability claims.
- The employee uses database, word processing and spreadsheet software to organize and update a variety of Risk Management and Safety statistics, records and information. Designs the format and produces a variety of tabular and graphic reports.
- The employee maintains the District's documentation of safety and occupational health activities as required by the State of California Code of Regulations Title 8.
- The employee utilizes a computer and associated software to maintain the District's record of hazardous materials present at the District's facilities and maintains the required MSDS files using this system.
- The employee conducts follow-up action with District departments and division to ensure compliance with the inspection and training requirements of the District's injury and illness Prevention Program.
- The employee maintains the District's file of State and Federal Occupational Safety and Health.
- The employee formats and distributes safety and health information and safety directives to District staff.
- The employee establishes and maintains a variety of files, records, manuals, and reference library resource materials.

- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports, entering worker's compensation claim information, letters, memos, spreadsheets etc.
- The employee coordinates health fairs and award banquets.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field sites to perform inspections.
- The employee operates a district vehicle equipped with an automatic transmission to travel to and from district sites. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat. The employee visits residential sites to assess and inspect employee injuries, vehicle accidents, worker's compensations claims and public liability claims.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to obtain the desired telephone numbers and pressing a button to activate the fax.

## Minimum Qualifications

### EDUCATION & EXPERIENCE

- Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
- Equivalent to completion of the 12<sup>th</sup> grade and 2 years of progressively responsible clerical work in an office setting that required the use and knowledge of contemporary personal computing equipment including office software such as Word, WordPerfect, Excel, Access and other database software. Experience using safety and risk management software is highly desirable.

### KNOWLEDGE, SKILLS & ABILITIES

- Principles, practices, methods and techniques used in computer applications and operations; computer software related to the Safety and Risk Management functions.
- Filing and record keeping systems.
- Safety hazards and appropriate precautions applicable to work assignments.
- Sit at desk and use computer terminal for long periods of time on a continuous basis; intermittently twist to reach equipment surrounding desk and perform simple grasping and fine manipulation. Use telephone and write or use a keyboard to communicate through written means.
- Design and prepare a variety of formats to present Safety and Risk Management data in clear and concise graphical or tabular form.
- Compile and maintain complex and extensive records and files.
- Organize and file regulatory material. Retrieve and abstract this material according to safety and occupational health situations, which arise
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Learn and observe all appropriate safety precautions as required by the District, including but not limited to California Code of Regulation Title 8, and District's Health and Safety Manual and Directives. Must be able to walk on uneven surfaces
- Must be able to work in inclement weather
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism from supervisors, coworkers and subordinate employees

#### **Special Requirements:**

- Ability to access all worksite areas where safety concerns may exist
- Work day and night
- Be available for emergency call-out

### LICENSE(S)

- Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

## Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

<b>STANDING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. Inspecting accident, liability claims and injury sites, making presentations, communicating with coworkers, operating office equipment.
<b>WALKING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1.5 hours. Seconds to less than 5 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. To and from field sites, within buildings, offices.
<b>SITTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	6.5 to 7 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing, operating a District vehicle.
<b>KNEELING/ CROUCHING/ SQUATTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 2 to 5 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves, possibly during an accident investigation.
<b>CRAWLING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>LAYING ON BACK/STOMACH</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>CLIMBING/ BALANCING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	0 to 2 times per week. Seconds at a time. Stair steps. Ascending or descending stair steps to access a 2 <sup>nd</sup> floor or utilizing a stepstool to access a higher shelf.

<b>BENDING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting, employee preference.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

<b>TWISTING/ROTATING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center left back to center less than 10-degrees.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>UPPER EXTREMITY USE:</b>	<b>Dominant Hand: [indicate LEFT or RIGHT]</b>
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<b>REACHING</b>		
<ul style="list-style-type: none"> <li>• <b>Primary Reach Zone:</b> (elbows bent at waist level, hands in forward extension)</li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 ½ to 4 hours. 1 to 2 hours. 0 2 ½ to 3 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> <li>• <b>Above Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 2 times. 0 to 2 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving items/paperwork on and off higher shelves.
<ul style="list-style-type: none"> <li>• <b>Between Waist and Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	1 ½ to 2 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> <li>• <b>Below Waist Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting.
<b>PUSHING/ PULLING</b>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers, utilizing a 2-wheeled dolly to relocate materials. Unilateral or bilateral hand use.

<b>LIFTING/CARRYING</b>		
<ul style="list-style-type: none"> <li>• <b>0 to 10 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Writing utensil, paperwork, office supplies, a telephone handset, radio. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, a radio or a telephone handset.
<ul style="list-style-type: none"> <li>• <b>11 to 25 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	File box. 0 to 1 time per week. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>26 to 50 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>51 to 75 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>75 to 100 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>100+ lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>HAND DEMANDS</b>		
<ul style="list-style-type: none"> <li>• <b>Simple Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> <li>• <b>Power Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 1 time per week. 0 0 0 to 1 time per week. Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>Fine Manipulation</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 ½ to 4 hours. 1 ½ to 2 hours. 0 2 ½ to 3 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

<b>SPECIAL ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Indoors, office setting; climate controlled</li> <li>• Outdoors, all weather conditions, as needed.</li> </ul>
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<b>MACHINES/TOOLS</b>	<ul style="list-style-type: none"> <li>• District vehicle</li> <li>• Mouse</li> <li>• Writing utensil</li> <li>• Fax machine</li> <li>• Computer keyboard</li> <li>• Copy machine</li> <li>• Monitor</li> </ul>
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**ADDITIONAL REQUIREMENTS:** Depending on the exposure, may be required during an inspection to wear head, eye or hearing protection.

**Note:** The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, power grasping.



<b>EMPLOYER COMMENTS:</b>	
This Job Analysis accurately represents the duties of a Safety and Risk Management Assistant to the best of my knowledge.	
<b>EMPLOYER CONTACT NAME:</b>	
<b>EMPLOYER SIGNATURE:</b>	<b>DATE:</b>

<b>EMPLOYEE COMMENTS:</b>	
This Job Analysis accurately represents the duties of a Safety and Risk Management Assistant to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>