



**TAHOE CITY PUBLIC UTILITY DISTRICT  
Job Analysis Form**

**JOB TITLE:** Chief Financial Officer

**DEPT:** Administrative Services

**JOB SUMMARY:** Under the policy direction of the General Manager, plans, organizes and directs the activities of the finance and human resources functions.

**1. Gross Body Movements:**

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

<b>Activity</b>	<b>Daily Frequency</b>
A. Sitting	Regularly
B. Standing	Rarely
C. Walking	Occasionally
D. Walking – uneven terrain	Rarely
E. Driving	Rarely
F. Hearing	Regularly
G. Speaking	Regularly
H. Seeing	Regularly

**2. Job Specific Body Movements:**

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

<b>Activity</b>	<b>Daily Frequency</b>
A. Bending at Waist	OCC
B. Climbing (stairs/ladders/etc)	OCC
C. Crawling	OCC
D. Crouching	OCC
E. Kneeling	OCC
F. Pushing (10 lbs)	OCC
G. Pulling (10 lbs)	OCC
H. Stooping	OCC
I. Working at heights; 6 feet above/below ground	OCC
J. Working/Reaching above shoulder level	OCC
K. Working/Reaching below shoulder level	FREQ
L. Working/Reaching at desk level	CONT

### 3. Lifting:

Occasionally (OCC) = 1/3 of time or less. Frequently (FREQ) = 1/3 – 2/3 of time. Continuously (CONT) = more than 2/3 of time.

<b>Weight</b>	<b>Daily Frequency</b>
A. 10 lbs or less	FREQ
B. 11 to 25 lbs	OCC
C. 26 to 50 lbs.	OCC
D. 51 to 75	N/A
E. 76 to 100 lbs.	N/A
F. Over 100 lbs.	N/A

### 4. Hand Coordination Activities:

0% - 12% (Rarely) 13% - 33% (Occasionally) 34% - 66% (Frequently) 67% - 100% (Regularly)

<b>Activity</b>	<b>Daily Frequency</b>
<b>A. Hand</b>	
1. Pulling	Rarely
2. Pushing	Rarely
<b>B. Fine Manipulation</b>	
1. Typing/Keyboard	Regularly
2. Calculator	Frequently
3. Writing	Regularly
4. Hand Tools	Rarely
5. Equipment (nuts/bolts, etc)	Rarely
<b>C. Simple Grasping</b>	
1. Filing	Occasionally
2. Moving Computer Mouse	Regularly
3. Phone Receiver	Occasionally
4. 3-Ring binder/files	Occasionally
5. Manipulating maps	Rarely
6. Writing on clipboard	Rarely
<b>D. Power Grip</b>	
1. Power Tools	Rarely
2. Equipment (shovel, etc)	Rarely
<b>E. Arm</b>	
1. Lateral Movement	Occasionally
2. Rotation	Rarely

5. Height from floor of objects to be reached or worked on:

<b>Object</b>	<b>Height</b>
A. Filing cabinets	5 feet
B. Binders on shelf	6 inches above head

6. Mental Requirements

<b>Activity</b>	<b>Daily Frequency</b>
1. Analyzing	Continuous
2. Identifying	Continuous
3. Interpreting	Continuous
4. Knowing	Continuous
5. Observing	Continuous
6. Problem Solving	Continuous
7. Remembering	Continuous
8. Understanding	Continuous
9. Explaining	Continuous

**Reviewed/Approved by:** 

**Date:** 12/23/2015