

PHYSICAL AND MENTAL ACTIVITY FORM Feb 2013

Job Class: PRINCIPAL CLERK POLICE
Class Code: 1152

Instructions: This form provides a detailed description of both the physical and mental abilities required to perform a particular job classification. The purpose of the form is to provide this description to medical staff as a part of their assessment of an individual with a disability. Information about the job from this form assists in determining whether an applicant or employee with a disability can begin work or return to work with or without a reasonable accommodation. This form is to be completed as part of the job analysis for all jobs.

Below is a list of activities and other characteristics of the job class. First consider the frequency with which the activity is performed – never, monthly, weekly, up to one hour/day, or more than one hour/day. If the activity is never performed, check the 'Never' box and continue to the next item. Next, refer to your task list from the job analysis. For activities that are performed, specify the frequency and provide the numbers of 3-4 tasks that best exemplify the listed activities.

1. PHYSICAL ABILITIES						
A. Muscular Strength – exerting muscular force against objects or to move one's own body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Pushing/Pulling				X		1, 2
Lifting – from floor Item Lifted: Boxes, record retention Weight: 10-15 lbs			X			1, 2
Item Lifted: Paper pallets Weight: 10-20 lbs		X				1, 2
Lifting – from table Item Lifted: Boxes, supplies, documents Weight: 10-15 lbs			X			1,2
Carrying Item Carried: Folders, boxes Weight UP TO: 10-20 lbs			X			1, 2
Item Carried Weight						
B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					

C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Climbing stairs	X					
Other activity:	X					
D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
List Activity:	X					
E. Flexibility – bending, stretching, and or twisting the body, arms, or legs						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Twisting Back					X	1, 2
Reaching Above Shoulder					X	1, 2
Reaching Below Shoulder					X	1, 2
Bending Neck					X	1, 2
Bending Wrist					X	1, 2
Bending Waist					X	1, 2
Bending Knees					X	1, 2
F. Balance – maintaining the body in a stable position						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Walking on uneven surfaces	X					
Climbing equipment (e.g., ladder, pole, scaffolding)	X					
G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Crawling	X					
Walking					X	1, 2, 13
Grasping				X		1, 2
Fine Manipulation of Hands (e.g., writing, typing, assembly, tool use)					X	1, 2, 5, 7, 8, 9
Operation of Foot Pedals	X					

H. Minimal Body Movement						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hr/day	Task #s
Sitting					X	14, 15, 16, 22
Standing					X	1, 13

2. WORKING CONDITIONS/WORK ENVIRONMENT						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Unpleasant Environment						
Noise levels over 70 decibels (equal to busy street traffic)	X					
Exposure to extremes in temperature	X					
Working in areas with limited ventilation	X					
Health Risk						
Exposure to chemicals, dust, and/or fumes	X					
Exposure to bio-hazards (blood-borne pathogens, sewage, hospital waste)	X					
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens	X					
Accident Risk						
Close working proximity to hazardous equipment & machinery	X					
Working at heights over 6 feet from the ground	X					

3. COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS						
	Never	Monthly	Weekly	Daily – up to an hr/day	More than an hour/day	Task #s
Cognitive						
Performing tasks requiring intense concentration		X				7, 12, 22
Performing repetitive tasks				X		1, 5, 9, 11
Sustaining attention despite interruptions					X	ALL
Shifting attention from one issue to another based on priorities					X	13 – 26
Performing tasks requiring significant independent judgment, or with minimal supervision			X			6, 12, 24, 25
Making complex decisions while considering several factors			X			23, 24, 25
Performing tasks with deadlines					X	5, 7, 15, 16, 26
Paying attention to detail					X	ALL
Interpersonal						
Performing tasks as part of a team, where members rely on each other			X			6, 14
Performing tasks for general public in service-related position				X		9, 10
Performing tasks that elicit negative responses from the public				X		9, 10
Psychological Stressors						
Working in area/conditions where risk to own safety or others is high	X					
Performing tasks that can be emotionally disturbing	X					
Using/exposure to weapons	X					
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	X					

4. SENSES/SPEECH			
	No	Yes	Task #s
Hearing			
Hearing Acuity	X		
Understanding speech in presence of noise		X	14, 19, 24
Localizing sound	X		
Using telephone		X	10, 12
Vision			
Visual Acuity		X	1, 2, 3, 5, 7, 9
Depth Perception	X		
Color vision –accurately and quickly naming colors	X		
Touch			
Performing tasks that require sense of touch	X		
Smell			
Performing tasks that require sense of smell	X		
Speaking			
Speaking clearly enough to be understood		X	17, 19, 25, 26
Using public address system, phone, radio		X	10, 12

5. MOVING VEHICLES/HEAVY DUTY MACHINERY AND EQUIPMENT			
LIST:	No	Yes	Task #s
	X		