

RESOLUTION NO. 2014-17

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, APPROVING THE REVISED TOWN ORGANIZATIONAL CHART FOR THE ADMINISTRATION DEPARTMENT, 2013-14 PAY PLAN, SCHEDULE OF AUTHORIZED POSITIONS AND EMPLOYEE JOB DESCRIPTIONS TO RECLASSIFY THE POSITIONS OF DEPUTY TOWN MANAGER/FINANCE DIRECTOR TO FINANCE DIRECTOR AND ACCOUNTING SUPERVISOR TO ACCOUNTANT.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council") approved Resolution No. 2013-38 on June 20, 2013, as revised by Resolution 2013-59 on December 5, 2013, approving the Town of Fountain Hills Organizational Chart, the 2013-14 Pay Plan, the Schedule of Authorized Positions and the Employee Job Descriptions (collectively, the "Staffing Authorization"); and

WHEREAS, the Town Council desires to revise the Staffing Authorization to incorporate the reclassification of the position title of Deputy Town Manager/Finance Director to Finance Director and the position title of Accounting Supervisor to Accountant (collectively, the "Reclassification").

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby approves and authorizes the Reclassification and directs that the necessary related changes be made to (i) the Town of Fountain Hills Organizational Chart for the Administration Department, (ii) the 2013-14 Pay Plan, (iii) the Schedule of Authorized Positions and (iv) the employee job descriptions, all in the form attached hereto as Exhibit A and incorporated herein by reference.

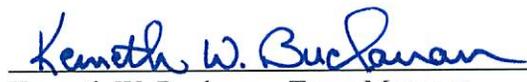
SECTION 3. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills, March 20, 2014.

FOR THE TOWN OF FOUNTAIN HILLS:


Linda M. Kavanagh, Mayor

REVIEWED BY:


Kenneth W. Buchanan, Town Manager

ATTESTED TO:


Bevelyn J. Bender, Town Clerk

APPROVED AS TO FORM:

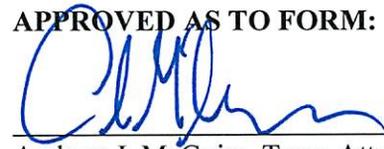
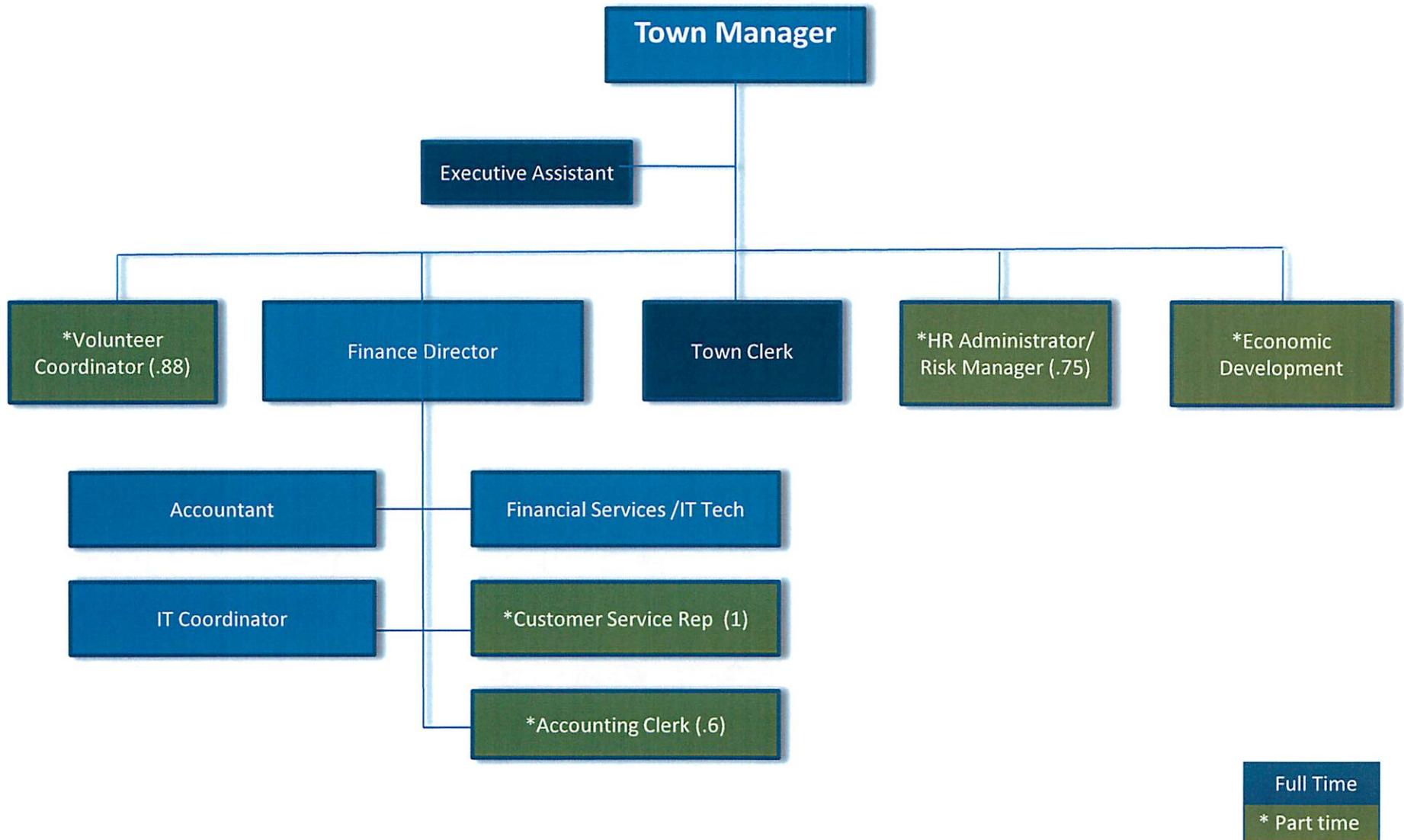

Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2014-17

[Revised Organizational Chart, 2013-14 Pay Plan, Schedule of Authorized Positions and Employee
Job Descriptions]

See following pages.

ADMINISTRATION DEPARTMENT FY13-14



2013-14 PAY PLAN

EXEMPT POSITIONS

POSITION TITLE	MINIMUM	MAXIMUM
Finance Director	83,323	118,494
Development Services Director	82,044	116,675
Town Engineer	75,283	107,060
Community Services Director	72,277	102,785
Court Administrator	65,864	93,665
Town Clerk	58,419	83,078
Senior Planner	56,193	79,912
Chief Building Official/Plans Examiner	54,891	78,061
Recreation Supervisor	52,056	74,029
Street Superintendent	52,056	74,029
Parks Supervisor	51,106	72,678
Information Technology Coordinator	48,610	69,128
Executive Assistant to Town Manager/Council	46,000	65,417
Facilities/Environmental Supervisor	46,000	65,417
Senior Services Supervisor	43,642	62,063
Accountant	42,463	60,387
Event Coordinator -Community Center	39,253	55,822
Recreation Program Coordinator	39,253	55,822
Operations Coordinator - Community Center	35,676	50,735

2013-14 PAY PLAN

NON-EXEMPT POSITIONS

POSITION TITLE	MINIMUM	MAXIMUM
Human Resources Administrator/Risk Manager	32.73	46.55
Economic Development Specialist	27.56	39.19
GIS Technician/CAD Operator	20.39	29.00
Traffic Signal Technician II	20.39	29.00
Civil Engineer Inspector	19.54	27.79
Code Enforcement Officer	18.16	25.83
Information Technology Technician	17.89	25.44
Park Operations Lead	17.89	25.44
Fleet Mechanic/Open Space-Landscape Specialist	17.89	25.44
Executive Assistant	17.17	24.42
Facilities Maintenance Technician	16.56	23.55
Building Permit Technician	16.13	22.94
Senior Court Clerk	15.47	22.00
Financial Services Technician	15.00	21.33
Street Maintenance Technician	15.00	21.33
Customer Service Representative	14.20	20.19
Senior Services Activities Coordinator	14.20	20.19
Volunteer Coordinator	14.20	20.19
Accounting Clerk	13.75	19.55
Court Clerk	13.75	19.55
Groundskeeper	12.36	17.60
Operations Support Worker	12.36	17.60
Home Delivered Meals Coordinator	11.57	16.47
Receptionist	11.57	16.47
Custodian	11.16	15.87
Recreation Assistant	9.92	14.11
Senior Services Assistant	9.92	14.11

Schedule of Authorized Positions

Position – Title	2007-2008 Authorized FTE	2008-2009 Authorized FTE	2009-2010 Authorized FTE	2010-2011 Authorized FTE	2011-2012 Authorized FTE	2012-2013 Authorized FTE	2013-2014 Proposed FTE
Municipal Court							
Presiding Judge	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Authorized FTE	5.00	5.00	5.00	5.00	5.00	5.00	4.00
Administration							
Town Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Town Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Deputy Town Manager/Finance Director	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Executive Asst to Town Mgr/Council	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator/Risk Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	0.75
Volunteer Coordinator	0.50	0.50	0.75	0.75	0.88	0.88	0.88
Economic Development Administrator	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Economic Development Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.63
Public Information Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Community Affairs/Media Relations	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	0.50	0.50	0.50	0.75	0.75	0.50
Information Technology Intern	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Finance Director	1.00	1.00	0.00	0.00	0.00	0.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Accountant							1.00
Financial Services Technician	0.00	0.00	1.00	1.00	0.75	0.75	0.50
Accounting Clerk	1.50	1.50	0.50	0.50	0.50	0.50	0.50
Customer Service Representative	1.00	1.00	0.50	0.50	0.70	0.80	0.80
Receptionist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Authorized FTE	13.50	13.50	13.25	11.25	11.58	11.68	10.56

Development Services

Developmental Services Director	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	0.00	0.00	0.00	0.00
Senior Civil Engineer Inspector	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil Engineer Inspector	1.00	2.00	1.00	1.00	1.00	1.00	1.00
Planner - Environmental (Stormwater)	0.00	1.00	1.00	1.00	1.00	0.00	0.00
Executive Assistant	1.00	2.00	2.00	1.00	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Facilities/Environmental Supervisor	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Facilities Maintenance Tech	1.00	1.00	1.00	1.00	1.00	1.50	1.00
Maintenance/Custodial Worker	0.50	0.50	0.75	0.00	0.00	0.00	0.00
Custodian	2.00	1.50	1.50	1.25	1.25	1.25	1.25
Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Open Space & Landscape Specialist	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Fleet Mechanic/Open Space	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Traffic Signal Technician I	0.00	1.00	1.00	0.50	0.00	0.00	0.00
Traffic Signal Technician II	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Street Maintenance Technician	8.00	6.00	6.00	4.00	3.00	3.00	1.00
Planning & Zoning Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planner	2.00	1.00	0.50	0.50	0.00	0.00	0.00
GIS Technician/CAD Operator	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	2.00	1.00	1.50	1.00	1.00
Planning Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Chief Building Official/Plans Examiner	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Plans Examiner	2.00	2.00	1.00	1.00	0.50	0.00	0.00
Building Inspector	3.00	3.00	2.00	0.00	0.00	0.00	0.00
Building Permit Technician	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Authorized FTE	40.50	40.00	35.75	23.25	20.25	18.75	16.25

Community Services

Community Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Assistant	4.00	4.00	4.00	2.35	2.45	2.45	2.45	2.45
Recreation Aide	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Recreation Intern	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Executive Assistant	2.00	2.00	2.00	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Operations Lead	3.00	4.00	3.00	3.00	3.00	2.00	2.00	1.00
Park Ranger	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Groundskeeper	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00
Customer Service Representative	1.00	1.00	0.50	0.50	0.30	0.30	0.30	0.30
Comm Ctr Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Comm Ctr Operations Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Events Coordinator - Community Center	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Coordinator - Community Center	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Support Worker	2.00	1.50	1.50	1.50	2.00	1.65	1.65	1.65
Operations Support Assistant	0.50	0.50	0.50	0.50	0.00	0.00	0.00	0.00
Receptionist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bartender	0.25	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services Activities Coordinator	0.00	0.50	0.50	0.58	0.58	0.58	0.58	0.58
HDM/Special Programs Admin	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Home Delivered Meals Coordinator	0.50	0.50	0.50	0.75	0.75	0.75	0.75	0.75
Senior Services Assistant	0.50	0.50	0.50	0.45	0.45	0.45	0.45	0.45
Senior Aide	0.50	0.50	0.50	0.00	0.00	0.00	0.00	0.00
Driver	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00
Authorized FTE	29.25	29.75	27.10	21.63	21.53	21.18	20.18	
Total Authorized FTE	88.25	88.25	81.10	61.13	58.36	56.61	50.99	



Job Title: Finance Director

Department: Finance
Immediate Supervisor: Town Manager
FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Establishes goals, objectives, policies, procedures and priorities related to activities of finance and budgeting. Provides administrative direction for accounts payable, purchasing, information technology, sales and property tax, prepares annual budget and financial report. Researches, analyzes and develops recommendations on financial and budgetary issues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is cross-trained. Develops, implements, and evaluates departmental policies, procedures, strategies and goals.
2	S	Attends management meetings and public meetings including making presentations to Council, civic and citizen groups.
3	S	Oversees preparation of audited financial statements and special audits by coordinating with external auditors, preparing Comprehensive Annual Financial Report, Management Discussion and Analysis, disseminates reports to bond rating agencies.
4	S	Manages budget procedures and monitors the Town’s budget including revenues and expenditures. Oversees preparation of annual budget by coordinating department requests, developing management indicators, forecasting revenue projections, preparing budget message, making budget available to citizenry.
5	S	Coordinates with bond counsel, investment banking team for bond issuances and refinancing, bond ratings, covenant requirements.
6	S	Oversees maintenance of accounting ledgers and records on accounting software. Responsible for safeguarding Town’s assets by implementing appropriate internal controls.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional field and specific knowledge of generally accepted accounting principles. Knowledge is normally acquired through four years of college resulting in a Bachelors of Science in Accounting.
Experience	Over five years experience in government finance including (3) years in direct supervision.
Certifications and Other Requirements	Certification by the State of Arizona as a Certified Public Accountant (CPA) preferred. Member of national and local Government Finance Officers Association is desired
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read federal, state, and local regulations, accounting manuals and promulgations, and computer manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as interpolations, statistical analysis, and projections.
Writing	Work requires the ability to write reports, summaries, memos, letters, outlines, and requests; written reports need to be understandable by the general public.
Managerial	Planning responsibilities include allocation of personnel and resources to accomplish all assignments that have deadlines and communicating requirements for upcoming changes, deadlines, training and computer updates.
Budget Responsibility	The incumbent prepares the annual budget document that meets governmental standards (GFOA), prepares estimates of revenues, researches alternative funding resources and may recommend budget allocations for presentation to the Town Manager. Monitors actual versus budgeted revenues and expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed; performance evaluations and promotions.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Talking with staff, making presentations to the public, Town Council or staff
Sitting	C	Deskwork, meetings
Walking	O	Talking with staff, attending meetings
Lifting	O	Files and office supplies
Carrying	O	Files and office supplies
Pushing/Pulling	R	Files and office supplies
Reaching	O	Filing and storage of files
Handling	C	Paperwork, telephone
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Files and office supplies
Crouching	R	Files and office supplies
Crawling	N	None
Bending	O	Files and office supplies
Twisting	R	Files and office supplies
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and telephone
Talking	F	Communicating with personnel and telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser and/or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Accountant

Department: Administration

Immediate Supervisor: Finance Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs various accounting duties including processing cash receipts, accounts receivable, and journal entries. Creates and posts entries to the general ledger, reconciles general ledger accounts, and prepares monthly reports. Administers the Procurement Card program and is the liaison for all banking matters. Gathers information for and works closely with the auditors. Assists with the preparation of the annual budget and CAFR. Provides support for the MUNIS system.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains records, databases (MUNIS, Access, etc.) and reports. Provides support for MUNIS system, including contacting Tyler Technologies, to correct any issues.
2	S	Creates and posts journal entries, reconciles general ledger accounts to journals, reviews, codes and enters cash receipts, reconciles bank statements, assists with budget preparation and works with the auditors on the annual audit.
3	S	Prepares monthly revenue and expenditure journals, monitors expenditures to notify departments when budget line items are exceeded, respond to department requests for revenue and expenditure detail reports. Prepares semi-annual improvement district billings, prepares payoff statements and lien releases.
4	S	Administers the Procurement Card program and is the liaison for all banking matters. This includes monitoring the online P-Card database to ensure cardholder/supervisor compliance with timely reconciliation of accounts and contacting customer support with cardholder issues.
5	S	Prepares various reports such as the monthly sales tax report, quarterly worker's compensation report, monthly revenue and expenditure reports for the department heads, and the fuel inventory allocation report.
6	S	Assists the Finance Director and Town Manager with projects as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative or technical nature, which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of two (2) years experience in clerical accounting
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of 2 yrs. with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read manuals, contracts, general ledger reports, budget reports and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	None.
Budget Responsibility	Work requires the ability to coordinate and prepare the annual budget. Job requires the monitoring of department budget expenditures.
Supervisory / Organizational Control	None.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, faxing
Sitting	F	Deskwork
Walking	F	To and from office equipment, other offices, mailroom
Lifting	O	Files, office supplies, binders
Carrying	O	Files, mail, binders
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to other desk areas and bookcase
Climbing	O	Ladder to reach files, stairs
Balancing	N	N/A
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Excel, Word and Access.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)