

## SAN BERNARDINO COUNTY POSITION CHARACTERISTICS INVENTORY

**Instructions:** This form should accurately show the requirements of the classification. One form is required for each position or groups of similar positions. Answers should be based on an average work day, as the job is typically performed. Key definitions are provided at the end of this form.

Classification	Department/Division	Worksite Address
Position Number or Type	Average Hours Worked Per Day	Number of Days per Week
Completed By	Title	Date
Contact Name (if different)	Title (if different)	Phone Number

Description of Job (include unique requirements such as psychological examinations, CPR, or physical training classes)

Check the frequency of activity for the employee to perform the job.

Activity (Hours per day)	Never 0 Hours	Occasionally Up to 3 Hours (1% to 33%)	Frequently 3 – 6 Hours (34% to 66%)	Continuously 6 – 8+ Hours (67% to 100%)
Sitting				
Walking				
Standing				
Bending (neck)				
Bending (waist)				
Squatting				
Climbing				
Kneeling				
Crawling				
Twisting (neck)				
Twisting (waist)				
Simple Grasping				
Power Grasping				
Fine Manipulation				
Pushing & Pulling				
Reaching (above shoulder level)				
Reaching (below shoulder level)				
Stooping				
Computer usage, keyboarding, Data Input				
Works Outside				
Works Inside				
Uses smell to distinguish/identify odors/objects				
Uses touch to distinguish/identify objects				

Please indicate the **daily** Lifting and Carrying requirements of the job. Indicate the height the object is lifted from the floor, table or overhead location and the distance the object is carried.

	Lifting					Carrying				
	Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3 – 6 hrs	Constantly 6 - 8+ hrs	Height	Never 0 hrs	Occasionally Up to 3 hrs	Frequently 3-6 hrs	Constantly 6 - 8+ hrs	Distance
0-10 lbs										
11-25 lbs										
26-50 lbs										
51-75 lbs										
76-100 lbs										
100+ lbs										

Describe the heaviest item required to be carried and the distance to be carried:

Vision Requirements (far/near vision, color discrimination, legal requirements, position standards):

Hearing Requirement (legal requirements or position standards):

Please indicate if the job requires any of the following and describe specifics below:

- Does the Job require a **CLASS B** Drivers License? YES \_\_\_\_\_ NO \_\_\_\_\_
- Driving cars, trucks, forklifts or other moving equipment
- Works on rough, uneven, rocky or slippery surfaces
- Exposure to extremes in temperature, humidity, wetness
- Operation of foot controls or repetitive foot movement
- Uses specialized protective equipment, clothing, or respirator
- Working around equipment and machinery
- Exposure to noise
- Exposure to dust, gas or toxic materials
- Works at heights (specify height) \_\_\_\_\_

Indicate Specifics Here:

Works in environment exposed to any of the following (check all that apply):

- Organic Chemicals
- Asbestos
- Other (Specify):
- Pesticides
- Contaminated Waste (non-medical personnel)
- Confined Spaces
- Lead
- Firearms

Additional Information:

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## DEFINITION OF TERMS

1. BENDING: To flex upper trunk forward (knees extended, standing; knees flexed, sitting).
2. CARRYING: Transporting an object, usually holding it in the hands, arms, or on the shoulder.
3. CLIMBING: Ascending or descending ladders, stairs, scaffoldings, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
4. CROUCHING: Bending body downward and forward by bending legs and spine.
5. CRAWLING: Moving about on hands and knees or hands and feet.
6. FINE MANIPULATION: Picking, pinching, or otherwise working with the fingers primarily (rather than the whole hand or arms as in handling). Example, use of keyboard and writing.
7. GRASPING-SIMPLE: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
8. GRASPING-POWER: Performed by approximating or bringing the forefingers towards the fleshy part of the palm which is under the thumb (the thenar eminence).
9. GRASPING-PRECISION: Utilizing the fingers to hold an object of varying diameters Ex. holding a pen.
10. HEARING: Perceiving the nature of sounds.
11. KNEELING: Bending legs at knees to come to rest on knee or knees.
12. LIFTING: Raising or lowering an object from one level to another (includes upward pulling).
13. PULLING: Exerting force upon an object so that the object moves toward the force (includes jerking).
14. PUSHING: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).
15. REACHING: Extending hand(s)/arm(s) in any direction. To position arms with full extension of elbows.
16. SITTING: Remaining in the normal seated position. To rest weight on buttocks and back of thighs with legs bent at knees.
17. SQUATTING: To flex knees and hips, the buttocks being lowered to the level of the heels.
18. SMELLING: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular and/or odors, using nose.
19. STANDING: Remaining on one's feet in an upright position at a work station without moving about.
20. STOOPING: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. To flex upper trunk forward at waist and partial flexion of knees.
21. TURNING: To rotate the upper trunk right or left while sitting or standing from the neutral position.
22. TWISTING: To rotate the entire body to a change in direction.
23. VISION:
  - a. Acuity:

Near - Clarity of vision at 20 inches or less
Far - Clarity of vision at 20 feet or more
  - b. Depth Perception: Three-dimensional vision
  - c. Accommodation: Adjustment of lens of eye to bring an object into sharp focus
  - d. Color Vision: The ability to identify and distinguish colors
  - e. Field of Vision: Observing an area that can be seen up and down or to the right or left, while eyes are fixed on a given point.
24. WALKING: To move entire body for some distance using heel/toe gait. Moving about on foot.

Note: Some definitions were obtained from, Dictionary of Occupational Titles, 4<sup>th</sup> Edition, Supplement 1986.