

# Job Description Update

Board Meeting  
April 29<sup>th</sup>, 2021 @ 9AM





# Goals of Update

- Define job requirements specific to each job based on real world physical analysis.
  - Provide measurable physical metrics to screen prospective employees.
  - Provide return to work metrics that could be provided to a doctor.
  - Update language so that job descriptions are consistent.
  - Ensure that job descriptions are consistent with current policies.
  - Minimize any edits to the job duty portion of the job descriptions.
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# Methodology


- Safety and Compliance Administrator tasked Don Freeman consulting with analyzing current job physical requirements by observing tasks performed by staff and weighing objects.
  - Web portal was setup by Don Freeman with CAWD data from study.
  - CAWD staff reviewed the data and determined some immediate changes could be made to reduce lifts that were high risk.
  - The data from the Snooks tables and Niosh Lifting Index (LI) was applied to CAWD job description lifting thresholds
  - The Maintenance Superintendent reviewed job descriptions from multiple agency's and used Dublin San Ramon Services District as a template for the physical requirements.
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# Maintenance Mechanic Job Description

Drinking water - 5 gallon	Lift	41	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.21	Male  >90%	Female  14%
Chemical spayer 5-gallon	Lift	45	12	48	Short (Less than 1 hour)	1 to 3 lifts	1.17	Male  88%	Female  <10%
Case of paper	Lift	50	0	36	Short (Less than 1 hour)	1 to 3 lifts	1.45	Male  83%	Female  <10%
Ladder - 12' extension (fiberglass)	Lift	50	6	72	Short (Less than 1 hour)	1 to 3 lifts	1.41	Male  67%	Female  <10%
Cement sacks - 60 lbs.	Lift	60	0	48	Short (Less than 1 hour)	1 to 3 lifts	1.77	Male  72%	Female  <10%
Bollards remove and replace	Lift	72	24	52	Short (Less than 1 hour)	1 to 3 lifts	1.67	Male  64%	Female  <10%
Manhole lid 24" diameter open	Lift	75	30"	36"	Short (Less than 1 hour)	1 to 3 lifts	1.31	Male  62%	Female  <10%



# Results

- Job descriptions have been updated to new format with detailed physical requirements.
  - Updated job descriptions were distributed to staff for comment. Staff was supportive of the improvements and only minor comments were received.
  - During legal review it was recommended to classify the administrative assistants as confidential employees. This change was implemented.
  - The information was presented to the Salary and Benefits Committee on April 15<sup>th</sup>.
  - Salary and Benefits directed staff to include review of their job description as part of the annual performance evaluation process.
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