

## Los Rios Community College District – Job Analysis

<b>Job Category: Clerical Positions (For Specifics See Below*)</b>		
Required and/or recommended personal protective equipment: Appropriate keyboard and wrist pad		
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Action or Procedure</b>
Hours of sitting in one position entering data, typing, correspondence, reports, meetings, contracts, etc.	Neck and back strain Carpal tunnel syndrome	Adjust chair, keyboards and monitors at appropriate height for safety and comfort for each user. Use appropriate keyboard and wrist pad.
Data entry, word processing, spreadsheets	Eye strain	Check contrast levels of monitor, have glasses coated with antiglare substance, and provide additional protective screens to monitors.
File cabinets/office furniture	Paper cuts, fingers jammed, fingers caught by pendaflex hooks, files tipping over, bumping into corners of cabinets, tripping	Open only one drawer at a time. Close file when finished. Purge files regularly or add additional storage space to prevent cramping. Place cabinets/furniture to allow traffic. Use pendaflex files only with pendaflex frames.
Posting to Historical/Accounting records	Neck/back strain Pulled muscles	Position chair and tables to appropriate level to provide support to back/neck. Store heavy binders at level easy to remove/replace. Use proper lift/reach technique.
Phone work (making/receiving)	Neck strain	Use appropriate attachment, which allows the receiver to rest on the shoulder during extended calls. Headphones may be an appropriate replacement of regular receiver in heavy call departments.
Shredding files, forms, and old records.	Muscle strain, crushed fingers, paper dust	Use proper lifting techniques using large leg muscles to move boxes of paper. Use dollies for ease of moving boxes of paper and reduce back strain from carrying oversized load. Unplug the shredder before attempting to clean and clear the excess paper build up from the blades. Wear filter mask to prevent intake of paper dust.
Changing/adding dry imager to copy machines.	Lung damage due to inhalation of dry imager	Follow installation instructions on carton being careful not to spill large amounts into the air. Discard old cartons properly.
Chemically, emotionally and psychologically imbalanced students	Physical harm	Contact college police for assistance and protection if student appears to be out of control. Use non-aggressive communication skills.
Office work (after hours, evenings/weekends)	Physical harm	Lock office door if working late at night and alert college police of your presence on campus.

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General Work Area	Unsafe conditions, debris, blocked aisles	Require reporting of unsafe conditions. Report all accidents, injuries and illnesses. Do not store excess amounts of combustibles in work area. Keep aisles clear. Know location of fire extinguisher and alarm devices, evacuation procedures.
Date: June 28, 1991 / Analysis By: Clarice Bettencourt		

\*Note: This Job Safety Analysis form includes the following positions in the Los Rios Community College District: Account Clerk I; Account Clerk II; Account Clerk III; Accountant; Accounting Specialist; Administrative Assistant I; Administrative Assistant II; Administrative Assistant III; Administrative Services Analyst; Admissions/Records Clerk I; Admissions/Records Clerk II; Admissions/Records Clerk III; Admissions/Records Evaluator I; Admissions/Records Evaluator II; Admissions/Records Evaluator/Degree Auditor; Assessment Center Testing Coordinator; Assistant Financial Aid Officer; Attendance Services Assistant; Bookstore Aide\*\*; Bookstore Assistant Manager; Bookstore Buyer I; Bookstore Buyer II; Bookstore Stock Clerk; Bookstore Supervisor; Business Services Supervisor; Buyer; Child Development Center Clerk; Clerk I; Clerk II; Clerk III; College Development Officer; College Police Detective; College Receiving Clerk/Storekeeper; Communications and Public Information Officer; Community Services Clerk; Computer Aided Drafting & Design (CADD) Assistant; Confidential Administrative Assistant I; Confidential Administrative Assistant II; Confidential Administrative Assistant III; Confidential Business Services Officer; Confidential Chancellor’s Executive Officer; Confidential Executive Assistant; Confidential Financial Analyst; Confidential Human Resources Analyst; Confidential Human Resources Assistant I; Confidential Human Resources Assistant II; Confidential Human Resources Assistant III; Confidential Human Resources Officer; Confidential Senior Human Resources Officer; Confidential Human Resources Specialist I; Confidential Human Resources Specialist II; Confidential Human Resources Specialist III; Confidential Human Resources Training Specialist; Confidential Principal Information Systems Auditor; Confidential Principal Internal Auditor; Confidential Senior Budget Officer; Confidential Staff Administrative Assistant; Contract Education Program Developer; Control Center Technician; Counseling Clerk I; Counseling Clerk II; Disabled Student Programs & Services (DSP&S) Clerk; Donor Relations Specialist; Education Services Aide\*\*; Educational Center Clerk; Employee Benefits Technician; Facilities Aide\*\*; Financial Aid Clerk I; Financial Aid Clerk II; Financial Aid Officer; Fiscal Services Accounting Specialist; Ford Service Training Specialist; Grant Coordination Clerk; Graphic Artist; Graphic Designer; Instructional Services Assistant I; Instructional Services Assistant II; Interpreter/Transliterator I; Interpreter/Transliterator II; Interpreter/Transliterator III; Lead Instructional Services Assistant; Lead Police Communication Dispatcher; Maintenance Operations Clerk; Marketing Specialist - Economic Development Center; Office Aide\*\*; Operations Technician; Outreach Specialist; Payroll Accountant; Payroll Clerk; Payroll Specialist; Payroll Technician; Police Communication Dispatcher; Program Assistant – Regional Environment Business Resources and Assistance Center (REBRAC); Program Assistant - Tech Prep; Public Relations Specialist; Public Relations Technician; Public Services Assistant; Reception/Telephone Console Attendant; Registration Aide\*\*; Research Analyst; Risk Management Specialist; Senior Buyer/Contract Specialist; Staff Resources Center Assistant; Student Affairs Specialist; Student Personnel Assistant; Student Support Specialist; Ticket Office/Customer Relations Assistant – Visual & Performing Arts Center and Tutorial Services Assistant.

\*\*Temporary Classified – Special Rate