

**CITY OF DULUTH**  
**PHYSICAL DEMANDS DOCUMENTATION CHECKOFF LIST**

**Job Title:** Payroll Administrator

**Date:** 6/28/22

**Required:** Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

**Specify Significant PHYSICAL DEMANDS for the Job Requirements:** Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively. Use the chart below to develop your description of physical demands by checking the appropriate boxes; this will be used to determine necessary pre-employment medical appointment(s) for the job classification.

**1. How much daily/weekly on-the-job time is spent on the following physical activities? (Use blank rows to fill in other physical demands not listed in this document.)**

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Typical height required of reach:</b> _____ <b>in. / Typical weight of objects used while reaching:</b> _____ <b>lbs.</b>					
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell ( <i>Ex: gas leak, equipment malfunction</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[List Other]</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?**

	<u>Amount of Time</u>				
	None	Under ¼	Up to ¼	Up to ¾	Over ¾
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 50 pounds with assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Does this job have any special vision/hearing requirements?**

- No special vision requirements. (*Example: daily computer use, reading documents, etc.*)
- No special hearing requirements. (*Example: communicating with others, hearing a phone ring, car horns, sirens, etc.*)
- Close vision (clear vision at 20 inches or less). *Example: handle extremely small components to repair electronic equipment*
- Distance vision (clear vision at 20 feet or more). *Example: identify license plates; observe equipment function, etc.*
- Color vision (ability to identify and distinguish colors). *Example: identify color-coded wires; match paint colors/shades, etc.*
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point). *Example: forestry, directing traffic, firefighting, police patrol, carpentry, plumbing, etc.*
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). *Example: Lift Bridge employees, Water Plant employees, etc.*
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). *Example: repairing electronics*
- No hearing loss. (*Example: Lift Bridge employees*)
- Minimal hearing loss. (*Example: Police Officer, Fire operation employees, radio operators, etc.*)

**4. Specify the essential job duties in the job description that require the physical demands indicated above.**

**CITY OF DULUTH**  
**WORK ENVIRONMENT DOCUMENTATION CHECKOFF LIST**

Job Title: Payroll Administrator

Date: 6/28/22

**Required:** Documentation in a job description to accurately reflect the essential duties of the job and work environment.

**Specify Significant WORK ENVIRONMENT for the Job Requirements:** Clarify how much on-the-job time work environment conditions are required to perform the job effectively. Use the chart below to develop your description of work environment by checking the appropriate boxes.

**1. How much daily/weekly exposure to the following environmental conditions does this job require?**

	<u>Amount of Time</u>				
	None	Under 1/3	Up to 1/3	Up to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. How much noise is typical for the work environment of this job?**

- Very quiet conditions (*Example: forest trail, isolation booth for hearing test*)
- Quiet conditions (*Example: library, private office*)
- Moderate noise (*Example: business office with computers and printers, light traffic*)
- Loud noise (*Example: metal can manufacturing department, large earth-moving equipment*)
- Very loud noise (*Example: jack hammer work, front row at rock concert*)

**3. Specify the essential job duties in the job description that require the work environment conditions indicated above.**