

Physical Demands Analysis

Employer	Chico Unified School District
Job Title	Library Media Assistant
Job Summary	Provide students with a healthy, child-friendly environment in which children are encouraged to explore a wide variety of interests through books and other media.
Job/Work Schedule	7:30AM-4PM M-F
Scheduled Breaks	Flexible breaks
Overtime	Overtime is available
Physical Demand Requirement of Job*	Light

*Based on Department of Labor Physical Demand Definitions

Essential Functions & Physical Demands

The position includes, but may not be limited to the following.

Essential Functions	
1.	<ul style="list-style-type: none"> Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration. Ability to stand/walk all areas of the library for approximately $\frac{3}{4}$ of an assigned day. Ability to sit, stand, walk, kneel, stoop, reach, twist, and lift 25 lbs. Assist students in finding appropriate reading material. Promote and showcase high-interest literature through a variety of venues: storytelling, bulletin boards, and other display areas. Establish positive rapport with students; help build confidence, self-esteem, and responsible behavior in students. Read students an engaging story whenever possible. Perform other job-related duties and responsibilities as assigned. Understanding of basic library terminology.
2.	<ul style="list-style-type: none"> Help maintain the physical appearance and ease of use of the library. Shelve books and organize other materials housed in the library. Maintain orderliness of shelved materials. Repair items in need of mending in a timely fashion. Refer items beyond repair for discard/replacement evaluation by the K-8 LMT. Collect monies for lost or damaged materials, issue receipts, route funds to fiscal services in an accurate and timely manner, and complete appropriate paperwork as directed by the LMT. Some experience working in an organized education or student setting. One year of clerical and computer experience, including some exposure to basic library procedures. Prepare necessary circulation materials including shelf markers, class lists, and schedules. Equivalent to the completion of the twelfth grade. Supplemental specialized training in child development, education, or a related field is desirable.
3.	<ul style="list-style-type: none"> Maintain confidentiality of student and school information. Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences, and classes. Must be familiar with principles of record-keeping and reporting basic operations, services, and activities of a library. Interact effectively and sensitively with individuals from diverse backgrounds. Understand and follow oral and written instructions. Work independently on assigned tasks. Knowledge of Dewey Decimal System and library collection arrangement. Correct English usage, spelling, vocabulary, grammar, sentence structure, and punctuation.

Lifting / Carrying (force required to transfer object)

Job Task Description	Weight	Frequency	Start Heights	End Heights	Carry Distance
Handle mouse, scanner, and desktop items.	<1 to 3lbs.	Up to 5 hours per day	24 to 39in.	24-39 in.	Up to 7ft.
Lift and maneuver book bins prior to checking-in and/or re-shelving.	1-25lbs.	20-30 times per day	0 to 24in.	24-39 in.	Up to 40ft.

Total Body Pushing / Pulling

(Initial force required to move object. Not weight of object)

Job Task Description	Force Required	Frequency	Distance
May push/pull book cart and big T.V. cart throughout the facility.	7-18lbs. of force	10-20 times per day	Up to 50 ft./As Needed

Upper Extremity Pushing / Pulling

(Force required to move object while lower extremities are stationary)

Job Task Description	Force Required	Frequency
May use upper extremities to push/pull when adjusting books and various items on the desktop surface.	<1 to 2lbs. of force/Personal Preference	Up to 4 hours per day/As Needed

Gripping / Coupling

(force required to trigger a tool or hold an object)

Job Task Description	Force Required	Frequency
When handling the scanner/mouse and gripping the handles of the book cart and T.V. cart. and book vault handle.	<1lb. of force/Personal Preference	Up to 4 hours per day/As Needed

Reaching

(Horizontal distance from the midline of the body)

Job Task Description	Height	Horizontal Distance	Frequency
Access books from floor, bins, shelves, desktop, headphone rack and carts. (Employee uses a step stool to access books on highest shelf which is 78 inches high).	Floor to shoulder height	Arm's length	Up to 3 hours per day/As Needed

Job Images



Mental Demands

	Yes	No	Description
Working under pressure/deadlines	X		To complete special/dedicated projects
Perform fast-paced work	X		When facility is very busy
Perform self-paced work	X		Completing tasks at computer/re-shelving books
Perform incentive/piece work		X	
Perform with precise/production standards	X		Place items/books in correct place
Deal with multiple tasks throughout the workday	X		Safety inspection, placing items in correct place, customer service, book retrieval
Perform complex or varied tasks			Safety inspection, placing items in correct place, customer service, book retrieval
Perform simple and repetitive tasks	X		Computer tasks, and keeping track of items
Advanced interpersonal skills (influence/negotiate)	X		Customer service
Perform in a leadership role (manage/supervise)		X	
Follow simple instructions	X		Book retrieval/re-shelving
Follow complex instructions (beyond 3 steps)	X		Safety inspection, placing items in correct place, customer service, book retrieval
Working alone	X		Opportunity to work alone throughout the day
Working in a group	X		Opportunity to work in a group with campus teachers
Travelling and/or Driving		X	

Work Environment / Environmental Conditions

	Yes	No	Description
Personal Protective Equipment(PPE)		X	N95 masks are optional

Chemical Exposure		X	
Confined Spaces (29 CFR 1910.146)		X	
High Elevations ($\geq 4'$ above floor level)		X	
Temperature Exposure (Heat/Cold)		X	
Work Near Moving Machinery		X	
Work Near Powered Industrial Trucks		X	
Near Visual Acuity (Clarity ≤ 20 in.)	X		Computer work, using scanner, book retrieval/re-shelving
Far Visual Acuity (Clarity ≥ 20 ft.)	X		Access entire worksite for safety, operation, and security
Color Vision		X	
Depth Perception	X		Computer work, using scanner, book retrieval/re-shelving
Feel/Touch (Perceiving object attributes)		X	

Physical Demand Summary

Tasks	Frequency N/I/O/F/C	Description / Tools & Equipment	
LIFTING/FORCE			
0 to 5 lbs.	F	Handle various desktop items such as books, computer mouse and scanner	
6 to 10 lbs.	F	Handle bins of books	
11 to 25 lbs.	O	Handle bins of books (full bins may weigh up to 25lbs)	
26 to 50 lbs.	N		
51 to 100 lbs.	N		
Floor - Waist (1"-41")	O	Accessing various items and books for retrieval and storage	
Waist - Shoulder (41"-54")	F	Accessing various items and books for retrieval and storage	
Shoulder – Overhead (55"-85")	N		
Total Body Push / Pull	O	Maneuver book cart and T.V. cart	
Upper Extremity Push/Pull	F	Position books and various items on the desktop surface.	
POSITIONAL TASKS			
Bending / Squatting	F	Leaning over to assist seated visitors, bending/squatting to retrieve/re-shelve books	
Twisting (Waist)	I	To retrieve and/or re-shelve books	
Kneeling	I	To retrieve and/or re-shelve books	
Supine-lying	N		
Crawling	N		
Neck Extension	I	To view high/big bookshelf when reshelving/retrieving books	
Neck Flexion	F	To view computer, books and desktop items	
Neck Twisting	N		
UPPER EXTREMITY			
Overhead Reaching	N		
Horizontal Reaching	F	Accessing various desktop items and books from shelves and counter tops	
Simple Grasping	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/>	Picking up/grasping various desktop items
Firm/Power Grip	O	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/>	When pushing/pulling book cart or T.V. cart
Fine Manipulation/Pinch Grip	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/>	Picking up/manipulating various desktop items
Wrist Flexion/Extension	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/>	Using keyboard, scanner, and writing
Wrist Deviation	F	R <input checked="" type="checkbox"/> / L <input checked="" type="checkbox"/>	Using mouse, keyboard, and scanner
Hand/Arm Vibration	N	R <input type="checkbox"/> / L <input type="checkbox"/>	
Keying	F	Using computer keyboard	
Mousing	F	Using computer mouse	
Writing	I	May take handwritten notes	
Phone Calls	O	Required to answer phone	
TOTAL BODY			
Total Body Vibration	N		
Sitting	O	Opportunity to sit during breaks	
Standing (<3 steps)	F	Using computer or reshelving/retrieving books	
Walking (>3 steps)	F	Accessing the entire worksite for various tasks	
Climb Stairs	N		
Climb Ladders	N		
Driving/Foot Controls	N		
Balancing-Slippery, Narrow	N		

Never	Infrequently 2-5 % of time 1-2 reps/ hr. 2-20 reps/day	Occasionally 6-33% of time 3-12 reps/hr. 21-100 reps/day	Frequently 34-66% of time 13-30 reps/hr. 101-245 reps/day	Constantly 67-100% of time > 31 reps/hr. > 246 reps/day
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