



# Job Information Questionnaire

## Physical Demands

**Completing this section is required for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**

Physical Demand	N/A	Rarely ( <i>&lt;1Hours</i> )	Occasionally ( <i>Up to 3 Hours</i> )	Frequently ( <i>3 to 6 Hours</i> )	Constantly ( <i>6 to 8 Hours</i> )
Balance					
Bend					
Climb					
Crawl					
Feel: Perceiving attributes of objects, such as size, shape, temperature by touching of skin, particularly that of fingertips.					
Fine Manipulation and flexion/extension and pinching: right, left, or both hands					
Hear					
Keyboard, mouse					
Machinery: Heavy machinery, hand tools, high voltage equipment					
Reach (above shoulder)					
Repetitive motion					
See					
Simple grasping: right, left, or both hands					
Sit					
Speak					
Stand					
Travel					
Twist, turn or tilt: neck, waist					
Walk					
Writing					
Lift/push/pull	0-10 lbs.	11-25 lbs.	26-50 lbs.	51-99 lbs.	100+lbs.

## Visual Acuity Requirements

**Visual acuity requirements including color, depth perception, and field vision. Place an "X" in the visual acuity requirement description that best describes the position. If visual acuity is required, place an "X" in the box provided.**

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading reaching visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The worker is required to have close visual acuity to operate motor vehicles and/or heavy equipment.

The worker is required to have close visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.

## Environmental Conditions

*If over 20% of work is exposed to condition, place an "X" in the box provided*

Confined space	
Outdoor exposure	
Extreme temperatures	
Vibrations	
Potentially hazardous materials/conditions	
Potential allergens/irritants	
Noise exposure	

## Other Environmental Conditions

*Brief description:*

## Access to Protected Health Information

No access to patient protected health information	
Access to general patient information (e.g., census lists, room lists)	
Access to patient clinical information and records (e.g., medical records)	
Access to patient financial information and records (e.g., billing records)	
Access to administrative information and records containing patient information	

## Blood-borne Pathogen Exposure

<b>Category I</b>	Job usually involves contact with patients or patient specimens. Exposure to blood, body fluids, non-intact skin or tissue specimens is possible.
<b>Category II</b>	Job may expose employee occasionally or in emergency situations to blood, body fluids, non-intact skin or tissue specimens.
<b>Category III</b>	Job does not involve exposure to blood, body fluids, non-intact skin or tissue specimens. Employee does not perform or help in emergency medical care or first aid as a part of his/her job.

## Licenses and Certifications

*List any additional licenses and certifications for the position:*

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions considered necessary to describe the principal duties of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC does not discriminate on any basis covered by law or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of these physical demands. I have read and understand the requirements and agree to abide by them. I realize that duties may be requested of me that are not specifically stated herein. I agree to perform these duties as directed by my supervisor. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor is available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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