

## Proposed Amendments to SACOG Classification Plan

### **Classification: Staff Assistant**

#### **Current**

##### Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

##### Environmental Elements

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.

#### **Revised**

##### Physical Demands

This position requires medium physical activity in an indoors office environment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification also crawl, kneel, crouch, stoop and reach overhead and below shoulder level to set up for meetings. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds a distance of approximately 100 feet.

##### Environmental Elements

This position requires medium physical activity and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.

## **Classification: Administrative Assistant I/Administrative Assistant II**

### **Current**

#### Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

#### Environmental Elements

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, member jurisdictions, external funding agencies, and business representatives in explaining SACOG policies and procedures and requesting and providing information.

### **Revised**

#### Physical Demands

This position requires medium physical activity in an indoors office environment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification also crawl, kneel, crouch, stoop and reach overhead and below shoulder level to set up for meetings. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds a distance of approximately 100 feet.

#### Environmental Elements

This position requires medium physical activity and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other agency representatives, member jurisdictions, government officials, business representatives, and the general public in explaining SACOG policies and requesting and providing information.