



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Senior Hazardous Materials Specialist
Company Contact:	CEO-Recruitment Unit
Date:	November 2004

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities are based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; environmental factors; and physical/functional demands.

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GENERAL WORK DESCRIPTION:

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the department manager, the Senior Hazardous Materials Specialist does difficult and highly technical inspections, investigations, enforcement and remediation of hazardous waste/materials laws and regulations requiring specialized knowledge and training. Provides lead supervision to Hazardous Materials Specialists.

SPECIFIC DUTIES:

- 1.) Trains, advises, evaluates and coordinates the work of specialist staff in conjunction with the Program Manager.
- 2.) Plans, organizes and develops policies and procedures relevant to the assigned area of specialization.
- 3.) Reviews and approves the action to be taken and, as necessary, assumes responsibility for the more complex cases.
- 4.) Investigates, inspects and permits hazardous waste facilities and underground storage tanks.
- 5.) Responds to hazardous or toxic chemical spills and advises on clean-up.
- 6.) Oversees and conducts environmental surveys, field investigations/monitoring programs, data collection, chemical testing and sampling and prepares environmental recommendation and technical reports.
- 7.) Studies effects of hazardous solids, liquids, and air contaminant waste management proposals on human health and the environment.
- 8.) Conducts community presentations, classes and lectures on environmental matters related to hazardous waste/toxics.
- 9.) Reviews engineer's calculations and architect plans as they relate to hazardous waste facilities and underground storage tanks.
- 10.) Prepares written reports, correspondence and legal complaints and appears in court as necessary.
- 11.) Participates in and reviews the feasibility studies and remedial action plans to either remove the hazardous material or to render it non-hazardous to future population.
- 12.) Enforces and interprets hazardous material and related laws and regulations.

Safety Requirements: All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

UNIFORM:

- | | |
|----------------------------|---|
| 1. Hearing protection. | 7. Tyvex body suit. |
| 2. Eye protection. | 8. Rubber boots. |
| 3. Hand wear protection. | 9. Shoe covers. |
| 4. Respiratory protection. | 10. Saranex coated fully encapsulated suit. |
| 5. Steel-toed boots. | 11. Face shield. |
| 6. Polycoated tyvek suits. | |

EQUIPMENT:

- | | | |
|------------------------------------|--------------------------|-----------------------------|
| 1.) Forklift | 21) Computer. | 41) Plastic bags |
| 2.) Pallet jack | 22) Phone. | 42) Rolls of plastic |
| 3.) Emergency shower and eye wash | 23) Hand-held radio. | 43) Railer door |
| 4.) Bung wrench | 24) IR detector. | 44) Barricades |
| 5.) Screw driver | 25) G.G.I. | 45) Cones |
| 6.) Propane torch/tank | 26) P.I.D. | 46) Boxes |
| 7.) Spatulas | 27) F.I.D. | 47) Water cooler |
| 8.) Test tubes | 28) Radiation detector. | 48) Can crusher |
| 9.) Marking pens | 29) Generator. | 49) Can opener |
| 10.) Stencils/pencils | 30) Vehicle. | 50) Ratchet/speed wrench |
| 11.) Temp./perm. drum ring | 31) Hazardous | 51) Hammer/mallet |
| 12.) Drums | 32) Categorization kit. | 52) Test tube holder |
| 13.) Drumliners | 33) Gates | 53) pH paper |
| 14.) Drum labels | 34) Switches | 54) Pliers |
| 15.) Drum dolly | 35) Plastic tubs | 55) Absorbent material |
| 16.) Paint stirrers | 36) Plastic liners | 56) Spray paint |
| 17.) Paint bins w/ and w/o rollers | 37) Putty knife/scrapper | 57) Broom |
| 18.) Tape | 38) Trailer landing gear | 58) Doors/buildings/trailer |
| 19.) Pallets | 39) Tables | 59) Air compressor/pump. |
| 20.) Shovel | 40) Signs | |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Basic principles and practices of personnel management including training, staff development and performance evaluation.
- 2.) Federal and state legislative processes as they relate to the formation of legislation and local government interaction in the process.
- 3.) Specific principles and practices of public and environmental health.
- 4.) Complex environmental sampling techniques and standards.
- 5.) Radiation hazards and management of radiological wastes.
- 6.) Quality assurance and quality control techniques as they relate to hazardous material investigations.
- 7.) Hazardous waste stream characteristics, including current and future hazardous materials management options.
- 8.) Hazardous material use and disposal in industry and industrial hygiene principles and practices as they relate to the protection of employees.
- 9.) Computers and software applications to hazardous material management.
- 10.) Hazardous waste stream characteristics, including current and future hazardous materials management options.

EDUCATION:

- 1.) Bachelor of arts or bachelor of science degree with major work in biology, chemistry, environmental health, physical science, environmental resources management, industrial hygiene, toxicology, geology or other closely related field.

ABILITY/QUALIFICATIONS:

- 1.) Interpret laws, rules and regulations and explain their application to others.
- 2.) Train, coordinate, plan and supervise the work of staff.
- 3.) Review, modify, evaluate and approve complex groundwater monitoring systems.
- 4.) Develop policy proposals and procedures.
- 5.) Lead others and develop cooperative working relationships in accomplishing department goals.
- 6.) Perform complex research and analytical work.
- 7.) Develop safety programs and procedures to assure staff safety during field investigations.
- 8.) Advise on and handle difficult soil and groundwater investigations and enforcement actions.
- 9.) Standby for emergency response in a timely and effective manner.
- 10.) Understand and implement risk assessment and risk management techniques.
- 11.) Wear personal protective clothing and equipment and pass medical monitoring exam.

EXPERIENCE/QUALIFICATIONS:

- 1.) At least three years of experience performing general environmental health inspections, enforcement or remediation or other duties comparable to Hazardous Materials Specialist II, **OR**
- 2.) Three years of experience in environmental resource management, one year of which must have included supervision, training, staff development, and other related administrative experience.
- 3.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Senior Hazardous Materials Specialist position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the Senior Hazardous Materials Specialist position.

WORK HOURS:

40-hour work week
Flex schedule
Call back and overtime availability

UNION:

American Federation State County Municipal Employees, Local 10. (Optional)

ENVIRONMENTAL FACTORS

The following percentages are given in terms of an eight-hour workday:

<p>Seldom = Less than 1%</p> <p>Occasional = 1% - 33%</p>	<p>Frequent = 34% - 66%</p> <p>Continuous = 67% - 100%</p>
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ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: ladder, roof tops	Seldom
2.	Being around moving machinery: road traffic, fork lift, truck	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperature vary between 28-110 degrees	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): reclaimed or waste product, smoke, sulfur dioxide, anhydrous ammonia, chlorine	Occasional
5.	Driving material handling and cleaning equipment:	Occasional
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy: radiological isotopes	Seldom
8.	Exposure to solvents or chemicals: reclaimed or waste product, smoke, sulfur dioxide, anhydrous ammonia, chlorine	Frequent
9.	Exposure to slippery or uneven walking surfaces: underdeveloped ground, water, ice, mud	Occasional
10.	Working below ground:	Not Applicable
11.	Unusual fatigue factors: emergency response calls wearing protective clothing	Occasional
12.	Working with explosives:	Not Required
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance: hand protection is available	Not Required
15.	Working proximity: Alone - Closely with others -	Not Applicable Continuous
16.	Working inside:	Continuous
17.	Working outside:	Occasional

FUNCTIONAL ACTIVITIES

The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

The following percentages are given in terms of an eight-hour workday:

Seldom = Less than 1%	Frequent = 34% - 66%
Occasional = 1% - 33%	Continuous = 67% - 100%

- 1) **PUSH**: *Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.*

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Seldom
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 50 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. carts, doors, waste). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 3 feet when performing job tasks (e.g. push while sweeping, shoveling; maintaining storage containers; shifting through hazardous waste site for investigation; open/close doors, drawers, gates).

- 2) **PULL**: *Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.*

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Seldom
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 50 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. carts, doors, waste). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 3 feet when performing job tasks (e.g. pull while sweeping, shoveling; maintaining storage containers; shifting through hazardous waste site for investigation; open/close doors, drawers, gates). *Pushing is the preferred method of moving carts.*

3) STAND-UP LIFT: *Lifting from/to floor and waist height level.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Seldom	
36-50 Pounds:	Seldom	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 50 Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. containers, bags, waste, contaminate). The employee lifts items weighing between <1 pounds and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift waste or contaminated soil, containers stored in buckets, drums, cylinders, plastic bags; drug paraphernalia; miscellaneous hazardous chemical spills; shovelfuls of soil or other contaminated waste).

4) LEVEL LIFT: *Lifting weight from between waist height level and chest height level for a maximum horizontal distance of four feet.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Seldom	
36-50 Pounds:	Seldom	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 50 Pounds

Assistive Devices: Forklift, 4-Wheeled Cart, Hand Truck. Additionally, assistance is available with weights greater than 50 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. containers, bags, waste, contaminate). The employee lifts items weighing between <1 pounds and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift waste or contaminated soil, containers stored in buckets, drums, cylinders, plastic bags; drug paraphernalia; miscellaneous hazardous chemical spills; shovelfuls of soil or other contaminated waste).

5) WEIGHT CARRY: Carrying weight between waist and chest height level beyond a distance of four feet.

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Seldom	
36-50 Pounds:	Seldom	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 50 Pounds

Assistive Devices: Forklift, 4-Wheeled Cart, Hand Truck. Additionally, assistance is available with weights greater than 50 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. containers, bags, waste, contaminate). The employee carries items weighing between <1 pounds and 50 pounds from between 5 feet and 25 feet when performing job tasks (e.g. carry waste or contaminated soil, containers stored in buckets, drums, cylinders, plastic bags; drug paraphernalia; miscellaneous hazardous chemical spills; shovelfuls of soil or other contaminated waste).

6) OVERHEAD LIFT/PULL DOWN: Lifting weight from/to chest and overhead height level

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Seldom	
11-25 Pounds:	Seldom	
26-35 Pounds:	Not Required	
36-50 Pounds:	Not Required	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 25 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, assistance is available with weights greater than 25 pounds.

Comments: Overhead lift/pull down is required to perform job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7) OVERHEAD REACH:

MAXIMUM FREQUENCY: Seldom

Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, stacking and/or transporting equipment and supplies (e.g. stacking miscellaneous solid waste, bagged absorbent used for spilled liquids, unloading customers solid waste from stacked loads). *A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.*

8) **FORWARD REACH:**

MAXIMUM FREQUENCY: Frequent

Comments: Forward reach is performed to a distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. reach forward or lateral for desk top work; lifting, carrying; opening/closing doors, gates, files; hazardous waste response for observation and sorting through work site). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9) **STOOPING:**

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. stoop to reach below waist height for lifting, carrying; hazardous waste response for observation, sorting, testing and sampling). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

10) **SQUATTING:** (Unloaded)

MAXIMUM FREQUENCY: Occasional

Comments: Squatting is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. squat to reach below waist height for hazardous waste response for observation, sorting, testing and sampling). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11) **REPETITIVE BENDING:**

MAXIMUM FREQUENCY: Frequent

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. bend to reach near or far below waist height for hazardous waste response for observation, sorting, testing and sampling). *Maximum forward trunk flexion required is 60 degrees. Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

12) **TWISTING:**

MAXIMUM FREQUENCY: Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. twist for hazardous waste response for observation, sorting, testing and sampling). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13) TURNING:

MAXIMUM FREQUENCY: Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. turn for hazardous waste response for observation, sorting, testing and sampling).

14) KNEELING:

MAXIMUM FREQUENCY: Occasional

Comments: Kneeling is performed when retrieving, returning, storing and/or observing waste, substances, equipment and supplies (e.g. waste and substance sampling, labeling containers, emergency response, clean-up, working between waist and ground level). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15) CRAWL:

MAXIMUM FREQUENCY: Not Required

Comments: Crawling is not required when performing job tasks.

16) STAIR CLIMB:

MAXIMUM FREQUENCY: Seldom

Comments: Stair climb is required in order to go to/from the private businesses or industry where elevators are not available. Maximum number of 21 steps is climbed.

17) LADDER CLIMB:

MAXIMUM FREQUENCY: Not Required

Comments: Ladder climbing is not required to perform job tasks. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18) WALKING:

MAXIMUM FREQUENCY: Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. walk to/from work site(s) for evaluation). Walking length varies between 3 feet and 600 feet depending on job task.

19) SITTING:

MAXIMUM FREQUENCY: Continuous

Comments: Sitting is performed for a maximum of 120 minute intervals when performing job tasks (e.g. sit for office work; driving vehicle; meetings).

20) STANDING: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 30 minute intervals when performing job tasks (e.g. stand for hazardous waste response for observation, sorting, testing and sampling; operating business machines within office site).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

Comments: Good balance is required for safe walking, standing, climbing and lifting.

22) OPERATING HAND/FOOT CONTROLS:

	MAXIMUM REQUIREMENT
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Occasional
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, fork lift) when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. drive vehicle; operate fork lift). Foot controls are utilized to operate equipment (e.g. vehicle, fork lift).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasping:	Occasional
Firm Grasping:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. desk top work; hazardous waste response).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds).

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, handwriting, filing, laboratory testing, pouring, measuring).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, handwriting, filing, laboratory testing, pouring, measuring; driving vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. driving vehicle; operating fork lift).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24) NECK RANGE OF MOTION:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. driving vehicle; operate fork lift; desk top work; field work site observation and analysis). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

END OF REPORT

Stanislaus County Job Task Analysis

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of
Senior Hazardous Materials Specialist.

Please note the specific summary of maximum weight and frequency requirements of the definitions as follows:

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Senior Hazardous Materials Specialist	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)¹</i>	50 pounds
<i>Pull (Force)¹</i>	50 pounds
<i>Stand Up Lift¹</i>	50 pounds
<i>Level Lift¹</i>	50 pounds
<i>Weight Carry¹</i>	50 pounds
<i>Overhead Lift/Pull Down</i>	25 pounds
<i>Overhead Reach</i>	Seldom
<i>Forward Reach¹</i>	Frequent
<i>Stooping</i>	Occasional
<i>Squatting (Unloaded)</i>	Occasional
<i>Repetitive Bending¹</i>	Frequent
<i>Twisting</i>	Occasional
<i>Turning</i>	Occasional
<i>Kneeling</i>	Occasional
<i>Crawl</i>	Not Required
<i>Stair Climb¹</i>	Seldom

¹ Essential functions required while performing the critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Senior Hazardous Materials Specialist	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Not Required
<i>Walking</i> ¹	Frequent
<i>Sitting</i> ¹	Continuous
<i>Standing (Static)</i> ¹	Occasional
<i>Balance</i> ¹	Frequent
<i>Operation of Hand Controls</i> ¹	Occasional
<i>Operation of Foot Controls</i> ¹	Occasional
<i>Simple Grasping</i> ¹	Occasional
<i>Firm Grasping</i> ¹	Occasional
<i>Fine Manipulation</i> ¹	Frequent
<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Neck Range of Motion</i> ¹	Frequent

It is agreed that this document is correct.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Date: _____

John V. Leguia

 Contact Person
 Title

Date: *12/28/04*

Donald P. DeLeon

 Contact Person
 Title

Date: *1/7/05*

¹ Essential functions required while performing the critical demands of the job.

LA/cm