



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Animal Services Officer
Classification:	I, II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2007; March 2016; Updated February 2023
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen 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 is 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; safety requirements; equipment; 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 Animal Services Officer I, II provides paraprofessional medical care and treatment of animals at the Stanislaus County Animal Services Center. Performs euthanasia as required, provides adoption counseling to potential pet owners, supervises the daily work activity of subordinate personnel, responds to emergency calls after normal duty hours and conducts animal cruelty investigations.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

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.

Equipment:

- | | |
|---------------------------|-----------------------------|
| 1. Animal trap | 25. Mops/brooms |
| 2. Barrel dolly | 26. Muzzles (various sizes) |
| 3. Barrel pump | 27. Net pole |
| 4. Bolt cutter | 28. Pepper spray |
| 5. Box truck | 29. Pliers |
| 6. Cage dolly | 30. Portable rooster cages |
| 7. Cat carrier | 31. Ramp |
| 8. Chains/clips/tag | 32. Rolling cages |
| 9. Crane wrench | 33. Rolling food bins |
| 10. Disposable glove | 34. Rope |
| 11. Dog leash | 35. Rubber boots |
| 12. Expandable baton | 36. Safety cones |
| 13. Fencing tool | 37. Scrapers |
| 14. Fire extinguisher | 38. Screw drivers |
| 15. Garden cart | 39. Scrubbers |
| 16. Halter | 40. Shop vac |
| 17. Hammer | 41. Shovels |
| 18. Hand truck | 42. Squeegees |
| 19. Hay hook | 43. Squeeze cages |
| 20. Hoses/nozzle | 44. Small power tools |
| 21. Ketch-all (3 lengths) | 45. Syringe pole |
| 22. Leather glove | 46. Trailer wrench |
| 23. Lift gate | 47. Wheelbarrow |
| 24. Micro chip scanner | 48. Wire |
| | 49. 4-wheeled cart |

*All employees within the **Animal Services Officer I, II** 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 **Animal Services Officer I, II** position.*

ENVIRONMENTAL FACTORS



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

Seldom = 1% - 2%	Frequent = 34% - 66%
Occasional = 3% - 33%	Constant = 67% - 100%

	ENVIRONMENTAL FACTORS	MAXIMUM FREQUENCY
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery: Vehicle traffic	Frequent
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees. Walk-in freezer at 15 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): <i>Respiratory protection is available</i>	Seldom
5.	Driving: Vehicle	Frequent
6.	Exposure to excessive noise: Dog barking <i>Hearing protection is available</i>	Seldom
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Water, mud, undeveloped ground, hillside ditch	Occasional
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Seldom
15.	Working proximity:..... Alone: Closely with others:	Frequent Occasional
16.	Working inside: Vehicle, facility	Frequent
17.	Working outside:.....	Frequent

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.

PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH**: *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

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

Maximum Force: 75 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck, Drum Dolly. Additionally, one or more person(s) assistance is available with forces greater than 75 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and impound and sheltered animals (e.g. drum, door, gate, domestic livestock, wildlife).

The employee exerts up to 75 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 10 feet when performing job tasks (e.g. up to 75-pound force required to push drum dolly moving 55-gallon drums of dead animals or cleaning solution; push and hold onto a catch pole or rope attached to an animal; close cage and door). *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

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

Maximum Force: 75 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck, Drum Dolly, Animal Stretcher. Additionally, one or more person(s) assistance is available with forces greater than 75 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and impound and sheltered animals (e.g. drum, door, gates, domestic livestock, wildlife).

The employee exerts up to 75 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 10 feet when performing job tasks (e.g. up to 75-pound force required to pull drum dolly moving 55-gallon drums of dead animals or cleaning solution; pull and hold onto a catch pole or rope attached to an animal; dragging one end of animal stretcher; open cage and door; drag hose). *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal. Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: <u>75</u> Pounds	

Assistive Devices: Vehicle tall gate lift, ramp. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting animals (e.g. domestic, livestock, wildlife, traps and cages). The employee lifts items weighing between <1 pound and 200+ pounds from/to the ground when performing job tasks (e.g. dead, dying, injured and/or healthy animals into/out of animal control truck cage; portable cage). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: <u>75</u> Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting animals (e.g. domestic, livestock, wildlife, trap and cage). The employee lifts items weighing between <1 pound and 200+ pounds when performing job tasks (e.g. dead, dying, injured and/or healthy animals into/out of animal control truck cages; portable cage). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

<u>MAXIMUM REQUIREMENT</u>	
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: <u>50</u> Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck, Drum Dolly Trap. Additionally, one or more person(s) 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 equipment and supplies (e.g. feed, hose, trap and cage, domestic, livestock, wildlife). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 10+ feet when performing job tasks (e.g. captured animal to/from cage; assist customers with trap/cage; provide medical care of animals). *The degree of force exerted by an employee to perform the job task will vary according to the weigh and cooperation of the animal.*

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**0-100 pounds: Not Required **Maximum Force:** 0 Pounds

Comments: Overhead lift/pull down is not utilized when performing job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Not Required

Comments: Overhead reach is not utilized when performing job tasks. *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 equipment and supplies (e.g. animals and cages; feed animals; wash vehicle; reach with snare/catch pole to snatch and handle animals; climb in/out of truck; reach to manually handle and/or control animals; place animal into/out of truck holding cage; drive truck; open/close, door, drawer, file, gate; desktop work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM FREQUENCY:** Seldom

Comments: Stooping is performed when retrieving, returning, storing, adjusting, and/or transporting equipment, and supplies (e.g. feed/water animal; injection for vaccination or euthanasia or microchip identification of animal; clean worksite; manage and control manually held or snared animal; locate and trap animals; befriend, approach and/or restrain animal). *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.) **SQUAT:** *(Unloaded)***MAXIMUM FREQUENCY:** Seldom

Comments: Squatting is performed when retrieving, returning, storing, adjusting and/or transporting equipment, controls and supplies (e.g. feed/water animals; injection for vaccination or euthanasia or microchip identification of animal; befriend animal; climb in/out of truck; control and trap animal; provide medical assistance for animal and/or human). *Squatting may be minimized or avoided by substituting alternate positions of bending, sitting, kneeling, or half kneeling). Partial squatting is a preferred lifting posture.*

11.) FORWARD BEND:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, and/or transporting equipment and supplies (e.g. reach near or far below waist height for bending into chest freezer 32 inches in height to lift in/out dead animals; feed/water animals; injection for vaccination or euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; befriend, approach and restrain animal; manage trap; investigate/locate animals;). Maximum forward trunk flexion required is 60 degrees. *Employee may minimize or 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.) TWIST:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animals, lift animal into/out of cage; animal locate and surveillance; operate keyboard while seated in vehicle). *Twisting at the waist may be minimized by turning the whole body.*

13.) TURN:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. feed/water animals; injection for vaccination or euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animal, lift animal into/out of cage; animal locate and surveillance).

14.) KNEEL:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when retrieving, returning, storing, adjusting and/or transporting equipment, controls and supplies (e.g. feed/water animals; injection for vaccination or euthanasia or microchip identification of animal; clean worksite; control and trap animal; provide medical assistance for animal.) *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:** Not Required

Comments: Stair climb is not required when performing job tasks.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

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

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. to/from office/track/worksite; locate animal; manage the care and maintenance of animal; customer service; site observation; offsite meeting; respond to animal calls for service). Walking length varies between 5 feet and 100+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. drive vehicle for calls for service; desktop work; completing required document logs and forms).

20.) **STAND:** *(Static)*

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 10-minute intervals when performing job tasks (e.g. citizen service; site observation, surveillance; befriend animal).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	
	Frequent

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

22.) **HAND/FOOT CONTROL:**

MAXIMUM REQUIREMENT	
HAND:	
Right:	Frequent
Left:	Frequent
Both:	Frequent
Either:	Frequent
FOOT:	
Right:	Frequent
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. truck, rope, catch pole, gate/door latch) when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. drive vehicle; open/close doors/cage; control water hose nozzle). Foot controls are utilized to operate equipment (e.g. drive truck).

23.) **UPPER AND LOWER EXTREMITY COORDINATION:**

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. desktop work, responding to animal and customer needs).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; animal control; feed/water animals; animal medical attention; drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; control animals with handhold/pole; push/pull; housekeeping; animal control; handle trap, cage).

Fine manipulation is utilized to perform job tasks (e.g. door key/pad; operate hypodermic syringe; handwrite, keyboard; page turn, sort, file; key use; animal medical attention).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, hypodermic injection, animal medical attention; drive vehicle; animal control; keyboard; page turn, sort, file; handle trap, cage).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle).

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

24.) **CERVICAL (NECK) MOVEMENT:**

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. manage the care of animals and their shelter; drive vehicle; desktop work, animal search, surveillance, containment). *Participating in the observation of the work environment allows 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 SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

Animal Services Officer I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	75 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	75 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	75 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	75 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	50 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Not Required	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Frequent
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Frequent
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

[Signature]

 ANIMAL SERVICES OFFICER I, II
 Contact Person Title

 Contact Person
 Title

 Contact Person
 Title

LA/gm