

# Job Task Analysis

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<b>Employer:</b>	Stanislaus County
<b>Occupation:</b>	Behavioral Health Coordinator
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	December 2017
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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## 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.

**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 **Behavioral Health Coordinator** plans, organizes and supervises a program or team, which includes direct client care, indirect client care and/or administrative coordination and support of behavioral health and related activities. Incumbents receive direction from a Manager II or a higher-level department administrator. Incumbents typically supervise, directly or through leadership, professional, paraprofessional and support staff; and are responsible for guiding, advising, consulting, and coordinating work in a specific program area. Although specific duties may vary depending on the job location, the focus of duties is on the coordination and supervision of a program and/or staff; incumbents are expected, however, to have clinical or professional expertise in a behavioral health field. Positions in this classification are typically located in behavioral health or substance use disorder.

**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. Computer     | 6. Mouse     |
| 2. Copier       | 7. Scanner   |
| 3. Facsimile    | 8. Stapler   |
| 4. Hole puncher | 9. Telephone |
| 5. Keyboard     | 10. Vehicle  |

*All employees within the **Behavioral Health Coordinator** 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 **Behavioral Health Coordinator** position.*

**ENVIRONMENTAL FACTORS**



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

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery.....: Traffic	Occasional
3.	Exposure to marked changes in temperature and humidity outside temperatures may seasonally vary between 28-110 degrees:.....	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving :..... Vehicle	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Not Applicable
9.	Exposure to slippery or uneven walking surfaces:..... Undeveloped ground	Seldom
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>	Occasional
15.	Working proximity:..... Alone: Closely with others:	Not Required Constant
16.	Working inside:.....	Constant
17.	Working outside:..... Outside event and/or outreach program	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.

### 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

<b>0-10 pounds:</b>	Occasional	<b>Maximum Force: 15 Pounds</b>
<b>11-15 pounds:</b>	Seldom	
<b>16-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck.

Additionally, one person assistance is available with forces greater than 15 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. door, file). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. open/close door, file, cabinet).

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

#### MAXIMUM REQUIREMENT

<b>0-10 pounds:</b>	Occasional	<b>Maximum Force: 15 Pounds</b>
<b>11-15 pounds:</b>	Seldom	
<b>16-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck.

Additionally, one person assistance is available with forces greater than 15 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. door, file). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. open/close door, file, cabinet; pull cart). *Pushing is the preferred method of moving carts.*

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

<b>0-10 pounds:</b>	Seldom		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>5</u> Pounds

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 5 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, controls, merchandise and supplies (e.g. outreach supplies, presentation material). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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

<b>0-10 pounds:</b>	Occasional		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>10</u> Pounds

**Assistive Devices:** 4-Wheeled Cart.

Additionally, one person assistance is available with weights greater than 10 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents). The employee lifts items weighing between <1 pounds and 10 pounds when performing job tasks (e.g. chart, miscellaneous forms; outreach supplies, presentation material).

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

<b>0-10 pounds:</b>	Occasional		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>10</u> Pounds

**Assistive Devices:** 2 or 4-Wheeled Cart.

Additionally, one person assistance is available with weights greater than 10 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 50+ feet when performing job tasks (e.g. chart, documents; outreach supplies; presentation material).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**

<b>0-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>0</u> Pounds
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**Comments:** Overhead lift/pull down is not required to perform job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

<b>MAXIMUM FREQUENCY:</b>	Not Required
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**Comments:** Overhead reach is not required to perform 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 24 inches when retrieving, returning, storing, adjusting equipment, controls and supplies (e.g. desktop work; drive vehicle; business machine; outreach supplies, presentation material, therapeutic games and activities). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Stooping is not required to perform job tasks. *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:** Not Required

**Comments:** Squatting is not required to perform job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

11.) **FORWARD BEND:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, equipment and supplies (e.g. file, storage, drawer, cabinet). Maximum forward trunk flexion required is 45 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.) **TWIST:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Twisting at the waist to climb in/out of vehicle, drive vehicle. *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13.) **TURN:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Turning is not required to perform job tasks.

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Kneeling is not required to perform job tasks. *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 to perform job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stair climb is required in order to go to/from the private residence of client. 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.) **WALK:**

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Walking while performing job tasks (e.g. to/from vehicle and work site; retail store; public agencies and/or colleagues; physician office; consulting with collaborating agencies; courthouse; family visit; hospital; behavioral health center). Walking length varies between 3 feet and 600+ 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. desk work, interviews, meetings; drive vehicle).

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

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. stand for interview with client; retail store; public agency; consulting with collaborating agency).

21.) **BALANCE:**

<b>MAXIMUM FREQUENCY:</b>	Frequent
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*Comments:* Good balance is required for safe walking, standing, and lifting.

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Occasional
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Seldom
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

*Comments:* Hand controls are utilized to operate equipment (e.g. vehicle) when adjusting controls (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle)

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Seldom
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Occasional

*Comments:* Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls, and supplies (e.g. vehicle, computer, writing aid, telephone, desk work; therapeutic games and activities; drive vehicle).

**Simple grasping** is utilized to perform job tasks (e.g. lift objects weighing less than 5 pounds; drive vehicle, file).

**Firm grasping** is utilized to perform job tasks (e.g. lift objects weighing 5 pounds or greater).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse, telephone, copy machine, page turn, sort, and handwrite).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse, telephone, copy machine, page turn, sort, handwrite; drive vehicle).

**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:**

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Occasional
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Not Required

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; drive vehicle; client interview; visual surveillance of clients living conditions in order to determine self care and/or survival abilities; therapeutic games and activities; drive vehicle). *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 SUMMARY

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

### BEHAVIORAL HEALTH COORDINATOR

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	15 pounds	<i>Stair Climb</i> <sup>1</sup>	Seldom
<i>Pull (Force)</i> <sup>1</sup>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	5 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	10 pounds	<i>Sit</i> <sup>1</sup>	Frequent
<i>Weight Carry</i> <sup>1</sup>	10 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i>	Not Required	<i>Balance</i> <sup>1</sup>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> <sup>1</sup>	Occasional
<i>Forward Reach</i> <sup>1</sup>	Occasional	<i>Foot Control</i> <sup>1</sup>	Occasional
<i>Stoop</i>	Not Required	<i>Simple Grasp</i> <sup>1</sup>	Occasional
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Seldom	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Seldom	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i> <sup>1</sup>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

*Christie Gabel* Date: *3-2-18*

\_\_\_\_\_  
 Contact Person  
 Title *HR Manager*

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

LA/gm