



# Job Task Analysis

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<b>Employer:</b>	<b>STANISLAUS COUNTY</b>
<b>Occupation:</b>	Deputy Public Guardian
<b>Classification:</b>	I, II
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5710
<b>Date:</b>	February 2016
<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.

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<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

**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, Deputy Public Guardian I/II are subject to weekend, overtime, standby, call-back and on-call assignments.

**SPECIFIC DUTIES:** Available through the Human Resources Department.

<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

**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. Appliance dolly.            | 7. Lift gate.                |
| 2. Bolt cutters.               | 8. Miscellaneous hand tools. |
| 3. Bug foggers.                | 9. Piano dolly.              |
| 4. Cordless screwdriver/drill. | 10. Power skill saw.         |
| 5. Folding hand cart.          | 11. Tie down straps.         |
| 6. Hand truck.                 | 12. Truck.                   |

*All employees within the **Deputy Public Guardian** 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 **Deputy Public Guardian** position.*

**ENVIRONMENTAL FACTORS**

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

**Seldom** = 1% - 2%  
**Occasional** = 3% - 33%

**Frequent** = 34% - 66%  
**Constant** = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: ..... Safety ladder, extension ladder.	Seldom
2.	Being around moving machinery: ..... Road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): ..... Homesite abuse and/or neglect	Seldom
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:..... Drug paraphernalia, home hazards <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Water, undeveloped ground, lawn, walkways	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:	Seldom Constant
16.	Working inside:.....	Constant
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.

**PHYSICAL AND FUNCTIONAL REQUIREMENTS**

<b><u>FREQUENCY DEFINITIONS</u></b>	<b><u>SELDOM</u></b>	<b><u>OCCASIONAL</u></b>	<b><u>FREQUENT</u></b>	<b><u>CONSTANT</u></b>
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.*

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

*Assistive Devices:* 4-Wheel 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, moving and/or transporting equipment and supplies (e.g. client’s personal property). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100 feet when performing job tasks (e.g. furniture; appliances; miscellaneous yard, farm, and household items; door; gate; cart; dolly; file drawer; wheelchair).

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

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

*Assistive Devices:* 4-Wheel 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 equipment and supplies (e.g. client’s personal property). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100 feet when performing job tasks (e.g. furniture; appliances; miscellaneous yard, farm and household item; door; gate; cart; dolly; file drawer; wheelchair). *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>	Occasional	
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Seldom	
<b>36-50 pounds:</b>	Seldom	
<b>51-100 pounds:</b>	Not Required	<b>Maximum Force: 50 Pounds</b>

**Assistive Devices:** Lift gate. Additional, 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, transporting and/or vacating equipment and supplies (e.g. client's personal property). The employee lifts items weighing between 1 pounds and 50 pounds from/to the floor when performing job tasks (e.g. up to 100+ pound furniture; up to 100+ pound appliance; up to 50-pound box; up to 100-pound miscellaneous yard, stored, household, garage and medical items; garbage and/or trash). *Employees vacate partially or entirely customer's personal property from residence or storage up to an average 6 occurrences yearly. 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>11-25 pounds:</b>	Seldom	
<b>26-35 pounds:</b>	Seldom	
<b>36-50 pounds:</b>	Seldom	
<b>51-100 pounds:</b>	Not Required	<b>Maximum Force: 50 Pounds</b>

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

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving transporting and/or vacating equipment and supplies (e.g. client's personal property). The employee lifts items weighing between less than 1 pounds and 50 pounds when performing job tasks (e.g. up to 100+ pound furniture; up to 100+ pound appliance; up to 50-pound box items; up to 100-pound miscellaneous yard, stored, household, garage and medical items; garbage and/or trash).

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>11-25 pounds:</b>	Seldom	
<b>26-35 pounds:</b>	Seldom	
<b>36-50 pounds:</b>	Seldom	
<b>51-100 pounds:</b>	Not Required	<b>Maximum Force: 50 Pounds</b>

**Assistive Devices:** 4-Wheel Cart, Hand Truck. 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, transporting and/or equipment and supplies (e.g. client's personal property). The employee carries items weighing between less than 1 pound and 50 pounds between 5 feet and 20 feet when performing job tasks (e.g. up to 100+ pound furniture; up to 100+ pound appliance; up to 50-pound box items; up to 100-pound miscellaneous yard, stored, household, garage, decorative, and medical items; garbage and/or trash).

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

<b>0-10 pounds:</b>	Seldom	
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b> <u>25</u> Pounds

**Assistive Devices:** A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Additionally, one or more person(s) assistance is available with weights greater than 25 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, and/or transporting equipment and supplies (e.g. client personal property). The employee lifts items weighing between less than 1 pound and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous items to/from overhead storage; decorative wall mounted items; stored attic items). *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 and/or transporting equipment and supplies (e.g. miscellaneous client's personal property stored or placed above head height). *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:** Occasional

**Comments:** Forward reach is performed up to a distance of 28 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. client's personal belongings, furniture; miscellaneous boxes appliances, clothing, medical components, kitchen and utility items; property search, valuables and financial documents, drive vehicle, office work, home security check). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach. Forward reach is performed frequently when personal client home and yard belongings are vacated from the property.*

9.) **STOOP:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stooping is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. clients personal belongings, furniture; miscellaneous boxes; appliances, clothing, medical components, kitchen and utility items; property search, valuable and financial documents, office work, home security check). *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, moving and/or transporting equipment and supplies (e.g. squat client's personal belongings, furniture; miscellaneous boxes; appliances, clothing, medical components, kitchen, and utility items; property search, valuables and financial documents, home security check). *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:** Occasional

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. client's personal belongings, furniture; miscellaneous boxes; appliances, clothing, medical components, kitchen and utility items; property search, valuables and financial documents, office work, home security check). 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, moving and/or transporting equipment and supplies (e.g. client's personal belongings, furniture; miscellaneous boxes, appliances, clothing, medical components, kitchen and utility items; property search, valuables and financial documents, drive vehicle, office work, home security check). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair.*

**13.) TURN:****MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Turning is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. client's personal belongings, furniture; miscellaneous boxes; appliances, clothing, medical components, miscellaneous kitchen and utility items; property search, valuables and financial documents, office work, home security check).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Kneeling is performed when performing job tasks such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. client's personal belongings, furniture; miscellaneous boxes; appliances, clothing, medical components, kitchen and utility items, property search valuables and financial documents, office work; home security check). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Crawling is performed when performing client's home site inspection (e.g. crawl in/out attic, under bed).

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Stair climb is required in order to go to/from the client's home property. Maximum number of 21 steps is climbed. *Elevator available on multi-level commercial property.*

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Ladder climbing is performed onto/off of safety ladders or steps to access clients home property (e.g. miscellaneous client personal property) located 10+ feet above floor level (e.g. roof, attic miscellaneous stored client personal property). *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 clients personal property inspection; home security check; to/from client's residence or storage facility, court, appointments, store, bank, auction yard, office; meetings with contractors and other vendors for home maintenance and/or repair; parking lot. 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 managing client's survival needs (e.g. office work, client meetings, court, drive vehicle; meetings with collaborating agencies and/or colleagues).

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

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 15-minute intervals when inspecting client's home site, interviewing, meetings with collaborating agencies and/or colleagues.

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Adequate balance is required for safe walking, standing, climbing, reaching 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, wheelchair) when retrieving, returning, and/or adjusting equipment and controls (e.g. drive vehicle; lift gate lever; negotiating wheelchair). Foot controls are utilized to operate equipment (e.g. vehicle).

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

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

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. client's property, desktop work, personal property inspection).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle, office work, file, telephone, document research).

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

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, handwriting, 10-key, document research, sort, file, batch).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, handwriting, 10-key, document research, drive vehicle, sort, file, batch).

**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>	Frequent
<b>Rotating:</b>	Frequent
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. client property inspection, drive vehicle, research, desktop work, interview client). *Participation 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:

### DEPUTY PUBLIC GUARDIAN

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	50 pounds	<i>Stair Climb<sup>1</sup></i>	Seldom
<i>Pull (Force)<sup>1</sup></i>	50 pounds	<i>Ladder Climb<sup>1</sup></i>	Seldom
<i>Stand Up Lift<sup>1</sup></i>	50 pounds	<i>Walk<sup>1</sup></i>	Frequent
<i>Level Lift<sup>1</sup></i>	50 pounds	<i>Sit<sup>1</sup></i>	Frequent
<i>Weight Carry<sup>1</sup></i>	50 pounds	<i>Stand (Static)<sup>1</sup></i>	Occasional
<i>Overhead Lift/Pull Down</i>	25 pounds	<i>Balance<sup>1</sup></i>	Occasional
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Occasional
<i>Forward Reach<sup>1</sup></i>	Occasional	<i>Foot Control<sup>1</sup></i>	Occasional
<i>Stoop<sup>1</sup></i>	Seldom	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)<sup>1</sup></i>	Seldom	<i>Firm Grasp<sup>1</sup></i>	Occasional
<i>Forward Bend<sup>1</sup></i>	Occasional	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist<sup>1</sup></i>	Occasional	<i>Eye/Hand Coordination<sup>1</sup></i>	Occasional
<i>Turn<sup>1</sup></i>	Occasional	<i>Hand/Foot Coordination<sup>1</sup></i>	Occasional
<i>Kneel<sup>1</sup></i>	Seldom	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl</i>	Seldom		

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

*Lyle Andersen, PT*  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

*[Signature]*  
 \_\_\_\_\_ Date: *4/4/16*  
 Contact Person  
 Title

\_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person  
 Title

\_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person  
 Title

LA/ga