



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Fraud Tech
Company Contact:	CEO-Recruitment Unit
Date:	June 2013

Analysis Provided By: Lyle Andersen, PT, CWCE
Andersen Physical Therapy, Inc.
3500 Coffee Road, Suite 3
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.

Chief Executive Office – Recruitment Unit
P.O. Box 3404, Modesto, CA 95354 Phone (209) 525-6341 Fax (209) 525-4056

Chief Executive Office – Risk Management Division
1010 10th Street, Suite 5900, Modesto, CA 95354 Phone (209) 525-5710 Fax (209) 525-5779

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, acts as an assistant to the Special Investigators in resolving cases referred for suspected fraudulent receipt of aid. The Fraud Technician processes administrative resolutions on overpayments where only civil restitution is sought.

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

<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. Automobile | 7. Mouse |
| 2. Computer | 8. Oleoresin capsicum spray (OC) |
| 3. Copy machine | 9. Shredder |
| 4. Keyboard | 10. Staple remover |
| 5. Microfiche | 11. Stapler |
| 6. Monitor | 12. Telephone |

*All employees within the **Fraud Tech** 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 **Fraud Tech** 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:	Not Applicable
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): home visit situation	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:..... <i>Refer to MSDS document.</i>	Not Applicable
9.	Exposure to slippery or uneven walking surfaces:..... underdeveloped ground, water, mud, slopes	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>	Not Applicable
15.	Working proximity:.....Alone:Closely with others:	Seldom Constant
16.	Working inside:.....	Constant
17.	Working outside:..... field work	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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one person’s 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. cart, door). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600+ feet when performing job tasks (e.g. up to 15 pounds of force to travel with cart to/from parking lot/office; open/close door, file, drawer).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) 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. doors, carts).

The employee exerts up to 15 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 600+ feet when performing job tasks (e.g. up to 15 pounds of force to pull cart to/from parking lot/office; open/close door, file, drawer).

Pushing is the preferred method of moving carts.

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

MAXIMUM REQUIREMENT

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

Assistive Devices: One or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. documents, files).

The employee lifts items weighing between <1 pound and 10 pounds from/to the floor when performing job tasks (e.g. lift up to 10-pound stack of case files, binders, miscellaneous paper documents, reference 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

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

Assistive Devices: 4-Wheel Cart, Hand Truck.

Additionally, one or more person(s) 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, files).

The employee lifts items weighing between <1 pound and 10 pounds when performing job tasks (e.g. up to 10-pound sack of case files, binders, miscellaneous paper documents; reference material).

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

MAXIMUM REQUIREMENT

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

Assistive Devices: 4-Wheel Cart, Hand Truck.

Additionally, one or more person(s) 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, files).

The employee carries items weighing between <1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 10-pound stack of case files, binders, miscellaneous paper documents, reference material).

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

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

Comments: Overhead lift/pull down is not required to perform the 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 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:** Occasional

Comments: Forward reach is performed up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. sort, file, page turn; handwrite; operate copier, printer, facsimile; push/pull cart; open/close door, files, drawer).

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, moving and/or transporting equipment and supplies (e.g. file; utilize storage or mailbox; loading/unloading vehicle).

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, kneeling, or half 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 and/or transporting product, equipment, controls, merchandise and supplies (e.g. file; utilize storage or mailbox; loading/unloading vehicle for outreach activities).

Maximum forward trunk flexion required is 45 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:** Not Required

Comments: Twisting is not required to perform job tasks.

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:** 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, kneeling 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 or multiple floor buildings (e.g. customer home sites). Public buildings are equipped with elevators. Maximum number of 24 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:** Occasional

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. to/from meetings with collaborating agency and/or colleague; home inspection visit). Walking length varies between 3 feet and 600+ feet depending on job task.
Specific work tasks may require frequent walking.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; meet with collaborating agency and/or colleague; interview, drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 60-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, controls, merchandise and supplies (e.g. stand for presentations and/or training sessions; meetings with collaborating agency or colleague; operate business machine).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Occasional
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Comments: Adequate balance is required for safe walking, standing, climbing, reaching and lifting.

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

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

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

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	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 equipment, controls, and supplies (e.g. desktop work; operate business machine; drive vehicle).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; files, documents, binders, miscellaneous office equipment).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; files, documents, binders, miscellaneous office equipment).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse; handwrite, sort, file, page turn).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse; handwrite, sort, file).

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:	Occasional
Extending:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desktop work; interviews, meetings; drive vehicle).

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

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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:

Fraud Tech

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	15 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	10 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	10 pounds	<i>Sit</i> ¹	Constant
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Occasional	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Seldom	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i>	Not Required	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i> ¹	Frequent
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> ¹	Occasional
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Date: _____

 Contact Person
 Title

Date: _____

Fran. Wilson

 Contact Person
 Title

Date: Sept 24, 13

 Contact Person
 Title

Date: _____

Human Resources Manager

LA/yr