



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Social Services Assistant
Classification:	Social Services Assistant
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	June 2008
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.

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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, in Adult services, the Social Services Assistant performs general duties which involve working closely with and under the direction of Social Workers; interprets and disseminates instructions to In-Home Supportive Services (IHSS) and Personal Care Services Program (PCSP) clients and individual providers; processes time sheets of individual providers; completes a variety of forms to comply with State standards and to conform with data processing procedures; provides transportation and follow-up services to Adult Protective Services clients; and, provides direct client services, such as meal preparation, shopping and laundry in the clients own home.

In Child Welfare, the Social Services Assistant duties will include assisting clients with learning homemaking and parenting skills.

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

<http://www.stancounty.com/personnel/PDF/JobSpecifications.pdf>

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, clients, and property.

Equipment:

- | | |
|--------------|---------------------------|
| 1. Briefcase | 7. Mouse |
| 2. Copier | 8. Telephone |
| 3. Fax | 9. Walker |
| 4. Groceries | 10. Wheelchair |
| 5. Keyboard | 11. Vehicles |
| 6. Manuals | 12. 10-key adding machine |

*All employees within the **Social Services Assistant** 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 **Social Services Assistant** 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.....	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): specific home environments.....	Seldom
5.	Driving: vehicle.....	Seldom
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:.....	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>	Not Required
15.	Working proximity:.....	Alone: Frequent Closely with others: Frequent
16.	Working inside:.....	Occasional
17.	Working outside:.....	Seldom

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:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required

Maximum Force: 50 Pounds

Assistive Devices: Cart. Additionally, one person assistance is available with forces greater than 50 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. wheel chair, cart, door). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. up to 50 pounds of force to push wheelchairs on level or uneven ground and ramped surfaces; close doors, drawers and cabinets).

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

MAXIMUM REQUIREMENT

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

Maximum Force: 50 Pounds

Assistive Devices: Cart. Additionally, one person assistance is available with forces greater than 50 pounds..

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. wheel chair, cart, door). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 5 feet when performing job tasks (e.g. up to 50 pounds of force to pull wheelchairs on level or uneven ground and ramped surfaces; open doors, drawers and cabinets). *Pushing is the preferred method of moving carts.*

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

MAXIMUM REQUIREMENT

0-100 pounds:	Not Required
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Maximum Force: 0 Pounds

Assistive Devices: Assistance may not be available at client home site(s).

Comments: A stand-up lift is not required to perform job tasks.

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:	Seldom
11-25 pounds:	Seldom
26-100 pounds:	Not Required

Maximum Force: 25 Pounds

Assistive Devices: Assistance may not be available at client home site(s).

Comments: A level lift is utilized with activities such as retrieving, returning, storing, transporting, equipment, supplies (e.g. client assistive devices, miscellaneous client items). The employee lifts items weighing between <1 pounds and 25 pounds up to 36 inches in height when performing job tasks (e.g. lift up to 25 pound wheelchair, walking aid, in/out of vehicle trunk; satchel; bagged groceries; miscellaneous personal client items).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Seldom
11-100 pounds:	Not Required

Maximum Force: 5 Pounds

Assistive Devices: 2-wheeled luggage cart. Assistance may not be available at client home site(s).

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, transporting, equipment, supplies (e.g. satchel, bags). The employee carries items weighing between <1 pounds and 5 pounds between 5 feet and 600+ feet when performing job tasks (e.g. carry up to 10 pounds of office supplies; miscellaneous client owned items; bagged groceries; miscellaneous personal client items; documents).

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

MAXIMUM REQUIREMENT

0-100 pounds:	Not Required
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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 job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	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 maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving, transporting, equipment, controls, supplies (e.g. reach to drive vehicle; desktop work; miscellaneous client personal items; in-home meal preparation; utilizing storage in vehicle or trunk). *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, transporting equipment, supplies (e.g. stoop to reach below waist height into/out of vehicle trunk, cabinets, drawers; light housekeeping). *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 performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. squat to reach below waist height into/out of cabinets for miscellaneous client items; light housekeeping).

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, transporting, equipment, supplies (e.g. bend to reach near or far below waist height; into/out of cabinets for miscellaneous client items; light housekeeping; office work). 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.) **TWIST:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. light housekeeping; drive vehicle).

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. lift; light housekeeping).

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 client home sites (e.g. house, apartment). Maximum number of 24 steps is climbed. *Elevator available in public buildings.*

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 traveling, transporting, clients, supplies (e.g. walk to/from office and parking lot, collaborating agencies, client homes, medical offices, courthouse; social security office, retail stores). Walking length varies between <1 foot 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 duties (e.g. sit in order to drive vehicle; desktop work).

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 client service at reception window; home site visits; line standing at medical clinics or retail stores).

21.) **BALANCE:**

MAXIMUM FREQUENCY: Frequent

Comments: Good balance is required for safe walking, standing, climbing 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 traveling, transporting, clients, equipment, supplies (e.g. drive vehicle to/from office/appointments/clients home). 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:	Seldom
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when performing job requirements (e.g. light housekeeping, desk work, driving).

Simple grasping is utilized to perform job tasks (e.g. lifting objects weighing less than 5 pounds; office work, drive vehicle).

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

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwrite, page turn).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwrite, page turn).

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:	Occasional
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. home site visit; desktop work; drive vehicle; light housekeeping). *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

<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%
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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:

Social Services Assistant

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	50	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	50	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	0	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	25	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	5	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0	<i>Balance¹</i>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop¹</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<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: _____

Contact Person
Title

Date: _____

Contact Person
Title

Date: _____

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