



## JOB TASK ANALYSIS

<b>Employer:</b>	Stanislaus County
<b>Occupation:</b>	Special Investigator I, II, III
<b>Company Contact:</b>	CEO-Recruitment Unit
<b>Date:</b>	June 2013

**Analysis Provided By:** Lyle Andersen, PT, CWCE  
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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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**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, Special Investigator I, II, & III investigates the existence of fraudulent receipt of aid, is responsible for follow-up on referrals of suspected fraud and for processing such cases ultimately to fraud prosecution. The Special Investigator III supervises staff and investigates the existence of fraudulent receipt of aid, the Investigator is responsible to follow-up on referrals of suspected fraud and process such cases ultimately to fraud prosecution and perform related work as required.

**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             | 11. Microfilm reader                |
| 2. Calculator             | 12. Oleoresin capsicum spray (OC)   |
| 3. Cell phone/radio       | 13. Protective body vest            |
| 4. Computer               | 14. Reference book and manual       |
| 5. Duty belt              | 15. Shredder                        |
| 6. Facsimile machine      | 16. Staple/staple remover           |
| 7. Firearm (academy only) | 17. Stapler                         |
| 8. Flashlight             | 18. Surveillance camera and battery |
| 9. Hole punch             | 19. Tape recorder                   |
| 10. Maps                  | 20. Telephone                       |

*All employees within the **Special Investigator I, II, III** 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 **Special Investigator I, II, III** 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:..... wall, fence, step stool	Seldom
2.	Being around moving machinery: ..... traffic	Frequent
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees; home visit	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): home visit situations	Seldom
5.	Driving: ..... vehicle	Frequent
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>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Seldom Constant
16.	Working inside:.....	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.*

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Seldom
<b>Maximum Force: <u>100</u> Pounds</b>	

*Assistive Devices:* 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

*Comments:* Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 50+ feet when performing job tasks (e.g. up to 15-pounds of force required to open/close door/gate, files and drawer; hand truck and 4-wheel cart to/from parking lot and office; up to 100-pound force for defensive tactics, take downs, apprehension, restraint).

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

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Seldom
<b>Maximum Force: <u>100</u> Pounds</b>	

*Assistive Devices:* 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

*Comments:* Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 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 15-pounds of force required to open/close door/gate, file and drawer; up to 100-pound force for defensive tactics, take downs, apprehension, restraint).

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

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 25 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing and/or transporting equipment, property and supplies (e.g. miscellaneous customer and office items). The employee lifts items weighing between < 1 pound and 25 pounds from/to the floor when performing job tasks (e.g. up to 25-pound miscellaneous items of home-inspection personal property seized in execution of a search warrant; business records/documents; interdepartmental documents, case files).

*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>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>25</u> Pounds</b>

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 25 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing and/or transporting equipment, property and supplies (e.g. miscellaneous customer and office items). The employee lifts items weighing between <1 pound and 25 pounds performing job tasks (e.g. up to 25- pound miscellaneous items of home-inspection personal property seized in execution of a search warrant; business records/documents; interdepartmental documents, case files).

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

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 25 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing and/or transporting equipment, property and supplies (e.g. miscellaneous customer and office items). The employee carries items weighing between <1 pound and 25 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 25-pound miscellaneous items of home-inspection personal property seized in execution of a search warrant; business records/documents; interdepartmental documents, case files).

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, adjusting, moving and/or transporting equipment and supplies (e.g. climb up/over/down wall, fence). The employee lifts items weighing between <1 pound and 25-pounds to a maximum height of 72 inches when performing job tasks.

*Variables to overhead reaching will be the employee's height and anthropometric reach.*

*Additional pull down force required when climbing over a wall or fence.*

7.) **OVERHEAD REACH:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, adjusting, moving, and/or transporting, equipment and/or supplies (e.g. consensual or search warrant inspection; for hand-holds in order to climb a wall, fence).

*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 up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. desktop work; home visit investigation, or miscellaneous items stored within cabinets/shelves; drive vehicle, reach in/out of vehicle trunk; evidence search of suspects personal items and/or property).

*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, equipment and supplies (e.g. miscellaneous investigation items stored within cabinet/shelves; reach in/out of vehicle trunk; consensual evidence search of suspects personal items and/or property; execute a search warrant).

*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, equipment and supplies (e.g. consensual evidence search; execute a search warrant for home inspection; file).

*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:** Occasional

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing and/or transporting equipment and supplies (e.g. consensual evidence search; execute a search warrant for home inspection search; file). 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:** Seldom

**Comments:** Twisting at the waist is performed when retrieving, returning, storing and/or transporting equipment and supplies (e.g. consensual evidence search; execute a search warrant for home inspection search; surveillance).

*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:** Seldom

**Comments:** Turning is performed when retrieving, returning, storing and/or transporting equipment and supplies (e.g. consensual evidence search; execute a search warrant for home inspection search; surveillance).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is performed when retrieving, returning, storing and/or transporting equipment and supplies (e.g. consensual evidence search; execute a search warrant for home inspection search).

*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 job tasks (e.g. consensual home inspection; execute a search warrant).

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stair climb is required in order to go to/from the private customer residence, commercial buildings; porch steps). Maximum number of 24 steps is climbed.  
*Elevator is available in most commercial 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:** Frequent

**Comments:** Walking is required in performing job tasks (e.g. to/from office, courthouse; consensual home inspection; execute a search warrant; commercial business, homeless camp site, canvas neighborhood; surveillance; to/from meeting with collaborating agency and/or colleague; field visit; witness interview). 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. drive to/from court/office/home inspection; desktop work; meeting with collaborating agency and/or colleague).



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

**MAXIMUM FREQUENCY:** Frequent

*Comments:* Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. conduct consent search; field visit, interview witnesses; customer service at reception counter; meeting with collaborating agency and/or colleague).

21.) **BALANCE:**

**MAXIMUM FREQUENCY:** Frequent

*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>	Frequent
<b>Left:</b>	Frequent
<b>Both:</b>	Occasional
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Frequent
<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, door) when adjusting equipment and controls (e.g. drive vehicle, open/close door). 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>	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; personal property; documents, miscellaneous office equipment, vehicle).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; open/close files; telephone, drive vehicle, audio/visual; clipboard; flashlight; firearm).

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

**Fine manipulation** is utilized to perform job tasks (e.g. (e.g. handwrite, keyboard, mouse, scissor cut, sort, file, page turn, O.C. spray; firearm).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, scissor cut, page turn, sort, O.C. spray, firearm, 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>	Frequent
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work, drive vehicle, read, research, handwrite, surveillance, evidence search).

*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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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:

### Special Investigator I, II, III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	100 pounds	<i>Stair Climb<sup>1</sup></i>	Seldom
<i>Pull (Force)<sup>1</sup></i>	100 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift<sup>1</sup></i>	25 pounds	<i>Walk<sup>1</sup></i>	Frequent
<i>Level Lift<sup>1</sup></i>	25 pounds	<i>Sit<sup>1</sup></i>	Frequent
<i>Weight Carry<sup>1</sup></i>	25 pounds	<i>Stand (Static)<sup>1</sup></i>	Frequent
<i>Overhead Lift/Pull Down</i>	25 pounds	<i>Balance<sup>1</sup></i>	Frequent
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Frequent
<i>Forward Reach<sup>1</sup></i>	Frequent	<i>Foot Control<sup>1</sup></i>	Frequent
<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>	Seldom
<i>Forward Bend<sup>1</sup></i>	Occasional	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist<sup>1</sup></i>	Seldom	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn<sup>1</sup></i>	Seldom	<i>Hand/Foot Coordination<sup>1</sup></i>	Frequent
<i>Kneel<sup>1</sup></i>	Seldom	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl<sup>1</sup></i>	Seldom		

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

*Lyle Andersen, PT*

Lyle Andersen, PT, CWCE Preparer Signature	Date: _____	_____	Date: _____
		_____	
Contact Person Title	Date: 7/3/13	_____	Date: _____
		Contact Person Title	

LA/yr