



Job Task Analysis

| | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Employer: | Stanislaus County |
| Occupation: | Victim Services Program Coordinator |
| Company Contact: | Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770 |
| Date: | March 2009; June 2015 |
| Analysis Provided By: | Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road 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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<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, the **Victim Services Program Coordinator** will be responsible to provide comprehensive services to victims and witnesses of all types of crimes. The incumbent will coordinate existing services and monies provided to victims and witnesses as well as expanding such services as transportation, education and prevention, referral to other resources and legal advice.

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. Audio-Visual equipment | 6. Keyboard |
| 2. Cart | 7. Mouse |
| 3. Computer | 8. Printer |
| 4. Copy machine | 9. Telephone |
| 5. Facsimile machine | 10. Vehicle |

*All employees within the **Victim Services Program 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 **Victim Services Program Coordinator** 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: 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): | Not Applicable |
| 5. | Driving: | Occasional |
| 6. | Exposure to excessive noise:..... | 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:..... | 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: Not Required Closely with others: Continuous |
| 16. | Working inside:..... | Continuous |
| 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

| <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 |
| 26-35 pounds: | Not Required |
| 36-100 pounds: | Not Required |

Maximum Force: 15 Pounds

Assistive Devices: 2 or 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. 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; open/close door, drawer, file, cabinet).

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 |
| 26-35 pounds: | Not Required |
| 36-100 pounds: | Not Required |

Maximum Force: 15 Pounds

Assistive Devices: 2 or 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. 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 5+ feet when performing job tasks (e.g. up to 15 pounds of force to travel with cart; open/close door, drawer, file, cabinet). *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 | |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-100 pounds: | Not Required | Maximum Force: <u>25</u> Pounds |

Assistive Devices: One person assistance is available with weights greater than 25 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, merchandise, and supplies (e.g. files, brochures, binders, books). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. up to 25-pound boxed miscellaneous education and community outreach events material; displays; audio-visual equipment; miscellaneous files, research material; miscellaneous stored items). *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 | |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-100 pounds: | Not Required | Maximum Force: <u>25</u> Pounds |

Assistive Devices: 4-Wheeled Cart, Hand Truck. One person assistance is available with weights greater than 25 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, merchandise, and supplies (e.g. files, brochures, binders, books). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. up to 25-pound boxed miscellaneous education and community outreach events material; displays; audio-visual equipment; miscellaneous files, research material; miscellaneous stored items).

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

| | | |
|-----------------------|--------------|----------------------------------------|
| 0-10 pounds: | Occasional | |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-100 pounds: | Not Required | Maximum Force: <u>15</u> Pounds |

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 15 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. court files, documents). The employee carries items weighing between <1 pound and 15 pounds between 5 feet and 600+ feet when performing job tasks (i.e. carry hand or armful of miscellaneous files and documents).

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

MAXIMUM REQUIREMENT

| | | | |
|-----------------------|--------------|-----------------------|-----------------|
| 0-10 pounds: | Seldom | | |
| 11-100 pounds: | Not Required | Maximum Force: | 5 Pounds |

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

Additionally, one person assistance is available with weights greater than 5 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. files, documents, brochures). The employee lifts items weighing between <1 pound and 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. court files, documents; community outreach set-up and breakdown; overhead shelves, miscellaneous stored 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, adjusting, moving, and/or equipment and supplies (e.g. search for court files, documents; miscellaneous stored items). *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 28 inches when retrieving, returning, storing, operating, adjusting, moving, and/or equipment, controls and supplies (e.g. desktop work; telephone, printer, copier, fax, computer; file; handwrite; drive vehicle; set-up/breakdown community outreach events). *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, store, research; set-up and breakdown for community outreach events). *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:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. file, store, research; set-up and breakdown for community outreach events). 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, adjusting, moving, and/or transporting equipment and supplies (e.g. file, store, research; set-up and breakdown for community outreach events; 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:** Seldom

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. filing, storing, research; set-up and breakdown for community outreach events).

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 when performing job tasks (e.g. to/from steps at crime victim home site; steps ladder to access equipment and supplies up to 84 inches in height. *Maximum number of up to 120 steps may be climbed at the County Court House. Elevators and ramps are 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 performing job tasks (e.g. to/from collaborating agency and/or colleague; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Continuous

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. office work; community outreach event; off-site meeting; court; miscellaneous projects; drive vehicle; meetings; interviews).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. meeting with collaborating agency and/or colleague; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects; operate business machine).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Good 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 adjusting controls (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. 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. computer, files, miscellaneous office equipment, vehicle; outreach material).

Simple grasp is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; paper documents; miscellaneous office supplies; case files, brochures).

Firm grasp is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; paper documents; miscellaneous office supplies; case files, brochures).

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

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

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: | Seldom |

Comments: Neck movement is required when performing job tasks (e.g. desktop work; community out-reach event, interview; presentation; 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

| <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:

VICTIM SERVICES PROGRAM COORDINATOR

| Functional Activities | Maximum Requirements | Functional Activities | Maximum Requirements |
|-----------------------------------|----------------------|---------------------------------------------|----------------------|
| <i>Push (Force)¹</i> | 15 pounds | <i>Stair Climb</i> | Seldom |
| <i>Pull (Force)¹</i> | 15 pounds | <i>Ladder Climb</i> | Not Required |
| <i>Stand Up Lift¹</i> | 25 pounds | <i>Walk¹</i> | Occasional |
| <i>Level Lift¹</i> | 25 pounds | <i>Sit¹</i> | Continuous |
| <i>Weight Carry¹</i> | 15 pounds | <i>Stand (Static)¹</i> | Occasional |
| <i>Overhead Lift/Pull Down</i> | 5 pounds | <i>Balance¹</i> | Frequent |
| <i>Overhead Reach¹</i> | Seldom | <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> | Occasional |
| <i>Forward Bend¹</i> | Occasional | <i>Fine Manipulation¹</i> | Frequent |
| <i>Twist¹</i> | Seldom | <i>Eye/Hand Coordination¹</i> | Frequent |
| <i>Turn¹</i> | Seldom | <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: _____ _____ Date: _____
 Contact Person Title

Cheryl Titus Date: *1/5/16*
 _____ Date: _____
 Contact Person Title
Cheryl Titus
 Victim Services Program
 LA/ga Coordinator