



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Milk & Dairy Inspector
Company Contact:	CEO-Recruitment Unit
Date:	May 2000: November 2007: Updated March 2014

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, **Milk and Dairy Inspector I & II**, conduct inspections of dairy farms, retail outlets and distributors and enforce dairy and soft ice cream sanitation regulations. Under the general supervision of the department manager, **Milk and Dairy Inspector Supervisor**, plans, organizes and directs a County dairy and sanitation program.

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

<http://www.co.stanislaus.ca.us/HR/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, customers, and property.

Equipment:

- | | |
|-------------------------------------|-------------------------------|
| 1. 4-wheel cart | 11. Mouse |
| 2. Computer | 12. Notice pads |
| 3. File box | 13. Pens |
| 4. Flashlight | 14. Regulation Books, binders |
| 5. Hand tools (screwdriver, pliers) | 15. Sample bottles |
| 6. Hard hat | 16. Score sheets |
| 7. Ice | 17. Tape measure |
| 8. Ice chest | 18. Thermometer |
| 9. Keyboard | 19. Truck |
| 10. Milk dipper | |

*All employees within the **Milk & Dairy Inspector I, II, & Supervisor** 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 **Milk & Dairy Inspector I, II, & Supervisor** 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: Climb milk tank up to 20-feet in height, vertical ladder	Occasional
2.	Being around moving machinery: Traffic, farm equipment	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): farm equipment.	Seldom
5.	Driving: Vehicle	Frequent
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Seldom
7.	Exposure to radiant or electrical energy:.....	Seldom
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... water, mud	Occasional
10.	Working below ground:..... Basement	Seldom
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>	Occasional
15.	Working proximity:..... Alone: Closely with others:	Frequent Occasional
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>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: None available.

Comments: Pushing is utilized with activities when inspecting worksite (e.g. door, gate). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10 feet when performing job tasks (e.g. door, gate).

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:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: None available.

Comments: Pulling is utilized with activities when inspecting worksite (e.g. door, gate). The employee exerts up to 40 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10 feet when performing job tasks (e.g. door, gate).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>35</u> Pounds	

Assistive Devices: None available.

Comments: A stand-up lift is utilized with activities such as retrieving, returning and/or transporting product and supplies (e.g. milk, ice). The employee lifts items weighing between <1 pound and 35 pounds when performing job tasks (e.g. up to 35-pound ice chest of milk samples in/out of truck; 2-oz bottles of milk samples).

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>35</u> Pounds	

Assistive Devices: None available.

Comments: A level lift is utilized with activities such as retrieving, returning and/or transporting product and supplies (e.g. milk, ice). The employee lifts items weighing between <1 pound and 35 pounds when performing job tasks (e.g. up to 35-pound ice chest of milk samples in/out of truck; 2-oz bottles of milk samples).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>35</u> Pounds	

Assistive Devices: 4-wheeled cart.

Comments: Weight carry is utilized with activities such as retrieving, returning and/or transporting product and supplies (e.g. milk, ice). The employee carries items weighing between <1 pounds and 35 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 35-pound ice chest of milk samples in/out of truck; 2-oz bottle samples).

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 job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*7.) **OVERHEAD REACH:****MAXIMUM
FREQUENCY:** Occasional**Comments:** Overhead reach is performed to a maximum height of 84 inches when searching overhead (e.g. climb ladder; overhead shelves/cabinets). *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 to a distance of 32 inches when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. reach into milk tank to locate samples; drive vehicle; desktop work; push/pull). *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 inspecting work site (e.g. observe dairy environment; inspect milk tank, infrastructure; avoid contact with low ceiling equipment within dairy). *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 inspecting work site (e.g. observe dairy environment; inspect milk tank, infrastructure). *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 inspecting work site (e.g. observe dairy environment; inspect milk tank, infrastructure). Maximum forward trunk flexion required is 80 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:** Seldom

Comments: Twisting at the waist is performed when inspecting work site (e.g. observe dairy environment; inspecting milk tank, infrastructure; 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 inspecting work site (e.g. turn to observe dairy environment; inspect milk tank, infrastructure).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when cleaning (e.g. worksite inspection at dairies). *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 basement, dairy cow standing platform or milk house). Maximum number of 25 steps is climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment (e.g. tanks) located up-to 20 feet above floor level (e.g. climb for milk sample inspection, inspect water supply). *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 performing job tasks (e.g. to/from office, parking lot of dairy facilities; dairy inspection). Walking length varies between 5 feet and 1000+ 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 vehicle to/from job sites; desktop work).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 10-minute intervals when inspecting job site (e.g. observe dairy for compliance to current laws and regulations; conversations with business owners).

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:	Frequent
Either:	Not Required
FOOT:	
Right:	Frequent
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, lids, levers) when retrieving, returning and/or transporting equipment and supplies (e.g. drive vehicle; turn valve on milk tank lids, tanker trailer; gate lever). 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:	Occasional
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when performing inspection (e.g. drive to/from inspection sites, desktop work).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; sample collection, drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing less than 5 pounds; lift and carry samples; open/close gate, door; ladder climb).

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

Eye/hand coordination is utilized to perform job tasks (e.g. handwriting, sample collection, drive vehicle; keyboard, mouse, page turn, file, sort).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle; ladder climb). *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:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; site observation and inspection; desktop work; sample collection). *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>
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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:

Milk & Dairy Inspector I, II, & Supervisor

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	40 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	40 pounds	<i>Ladder Climb</i> ¹	Occasional
<i>Stand Up Lift</i> ¹	35 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	35 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	35 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Occasional	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Occasional	<i>Foot Control</i> ¹	Frequent
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Seldom	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Seldom	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Date: _____
Lyle Andersen, PT, CWCE
Preparer Signature

Heidi Hidalgo

Date: _____
Heidi Hidalgo
Injury Management Coordinator

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

LA/yr