

# Job Task Analysis

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<b>Employer:</b>	Stanislaus County
<b>Occupation:</b>	Zoning Enforcement
<b>Classification:</b>	Deputy & Officer
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	January 2008; January 2018
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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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.

**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, Zoning Enforcement Officer & Deputy investigates, tracks, reports and initiates enforcement action on complaints regarding violations of the Code Enforcement and Zoning Ordinances regulating the use, maintenance and occupancy of buildings, structures and land; prepares reports acceptable to the Department of Environmental Resources and the offices of the County Counsel and/or the District Attorney.

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

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

**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. Binocular         | 7. Keyboard      |
| 2. Camera            | 8. Police Radio  |
| 3. Cell Phone        | 9. Printer       |
| 4. Computer          | 10. Staple Gun   |
| 5. Copy machine      | 11. Tape measure |
| 6. Facsimile machine | 12. Vehicle.     |

*All employees within the **Zoning Enforcement Officer & Deputy** 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 **Zoning Enforcement Officer & Deputy** position.*

**ENVIRONMENTAL FACTORS**



The following percentages are given in terms of an eight-hour workday:

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery:..... Traffic, farm equipment	Frequent
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):.....	Not Applicable
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>	Seldom
9.	Exposure to slippery or uneven walking surfaces: .....	Occasional
	Undeveloped Ground	
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: Frequent
		Closely with others: Frequent
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**

<b><u>FREQUENCY DEFINITIONS</u></b>	<b><u>SELDOM</u></b>	<b><u>OCCASIONAL</u></b>	<b><u>FREQUENT</u></b>	<b><u>CONSTANT</u></b>
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.*

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

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 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 25 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. up to 25 pounds of force to travel with cart; open/close door, gate, drawer, file).

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

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

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 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 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 10+ feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; open/close door, gate, drawer, file). *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>15</u> Pounds</b>

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 15 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, and adjusting equipment and supplies (e.g. office field weighted objects). The employee lifts items weighing between <1 pound and 15 pounds from/to 42 inches off the floor when performing job tasks (e.g. up to 15+ miscellaneous field investigation items; boxed documents; miscellaneous private property; debris and/or miscellaneous pathway obstruction 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**

<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>15</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 adjusting equipment and supplies (e.g. office field weighted objects). The employee lifts items weighing between <1 pound and 15 pounds when performing job tasks (e.g. up to 15+ miscellaneous field investigation items; boxed documents; miscellaneous private property; debris and/or miscellaneous pathway obstruction items; miscellaneous investigation tools).

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>15</u> Pounds</b>

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 15 pounds.

**Comments:** Weight Carry is utilized with activities such as retrieving, returning, storing, and adjusting equipment and supplies (e.g. office field weighted objects). The employee carries items weighing between <1 pound and 15 pounds between 5 feet and 25+ feet when performing job tasks (e.g. up to 15+ miscellaneous field investigation items; boxed documents; miscellaneous private property; debris and/or miscellaneous pathway obstruction items; miscellaneous investigation tools).

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

**MAXIMUM REQUIREMENT**

<b>0-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>0</u> Pounds</b>
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**Assistive Devices:** Not Required.

**Comments:** Overhead lift/pull down is not required when performing job tasks. *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 transporting equipment, controls, and supplies (e.g. miscellaneous field investigation items; miscellaneous private property; check vin numbers). *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; drive vehicle; field work investigation; open/close door/gate; operate business equipment; check vin numbers). *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 equipment and supplies (e.g. field work investigation). *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, moving equipment and supplies (e.g. field work investigation). *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 and moving equipment and supplies (e.g. field work investigation; avoidance of hazardous or low ceiling private property; maneuvering allowing for safe pathway travel; check vin numbers). *Maximum forward trunk flexion required is 60 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:** Occasional

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting and moving equipment and supplies (e.g. field work investigation; avoidance of hazardous private property and structures; 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:** Occasional

**Comments:** Turning is performed when retrieving, returning, storing, adjusting and moving equipment and supplies (e.g. field work investigation; avoidance of hazardous or low ceiling private property; surveillance).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is performed when performing job tasks such as retrieving, returning, storing, adjusting and moving equipment and supplies (e.g. field work investigation; avoidance of hazardous or low ceiling private property; maneuvering allowing for safe investigation). *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 when performing job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Stair climb is not required in order to perform job tasks.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Ladder climbing is not required when performing 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 performed when retrieving, returning, moving and/or transporting equipment and supplies (e.g. walk to/from meetings with property owners, collaborating agencies and/or colleagues; private or commercial investigation site; surveillance). Walking length varies between 5 feet and 1,000+ feet depending on job task.

19.) **SIT:**

**MAXIMUM FREQUENCY:** Frequent

*Comments:* Sitting is performed for a maximum of 60-minute intervals when performing job tasks (e.g. meetings with collaborating agencies and/or colleagues; drive vehicle; desktop work; surveillance).

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

**MAXIMUM FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 20-minute intervals when retrieving, returning, moving and/or transporting equipment and supplies (e.g. field work investigation; meetings with property owners; photography; setback measurement; surveillance; operate business machines).

21.) **BALANCE:**

**MAXIMUM FREQUENCY:** Frequent

*Comments:* Good balance is required for safe walking, standing, reaching and lifting.

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Frequent
<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) when adjusting controls (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>	
<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 performing job tasks (e.g. desktop work; field work investigation; drive vehicle; operate business machines).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; investigation tools; desktop work; drive vehicle).

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

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

**Eye/hand coordination** is utilized to perform job tasks (e.g. lift/carry; drive vehicle; handwrite, keyboard, mouse, page turn, sort, file; measure).

**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>	
<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; field work investigation; surveillance; 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

<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:

### Zoning Enforcement Deputy & Officer

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	25 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> <sup>1</sup>	25 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	15 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	15 pounds	<i>Sit</i> <sup>1</sup>	Frequent
<i>Weight Carry</i> <sup>1</sup>	15 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i>	Not Required	<i>Balance</i> <sup>1</sup>	Frequent
<i>Overhead Reach</i> <sup>1</sup>	Seldom	<i>Hand Control</i> <sup>1</sup>	Frequent
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Frequent
<i>Stoop</i> <sup>1</sup>	Seldom	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i> <sup>1</sup>	Seldom	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Occasional	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i> <sup>1</sup>	Frequent
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

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

*Lyle Andersen, PT*

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

*Will Richards*

\_\_\_\_\_  
 Date: 2/15/18  
 Contact Person *Will Richards*  
 Title *Manager*

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Contact Person  
 Title

\_\_\_\_\_  
 Date: \_\_\_\_\_  
 Contact Person  
 Title

LA/gm