



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Family Services Supervisor
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	May 2016
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.

Chief Executive Office – Recruitment Unit
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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 Family Services Support Supervisor plans, organizes, and supervises the work of a unit of Family Services Specialists engaged in the provision of client services. Assists staff in resolving difficult and complex client problem. Analyzes, interprets and discusses legislation, court orders, statistics, departmental rules and regulation and trends to staff and the public.

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. Calculator | 7. Keyboard |
| 2. Cart | 8. Mouse |
| 3. Computer | 9. Optional sit/stand desktop |
| 4. Copy machine | 10. Printer |
| 5. Facsimile | 11. Scanner |
| 6. Hole punch | 12. Telephone |

*All employees within the **Family Services 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 **Family Services 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:.....	Not Applicable
2.	Being around moving machinery:..... <i>Traffic. Specific projects may seldom require driving up to 100+ miles radius.</i>	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving: Vehicle	Occasional
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:.....	Not Applicable
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:	Not Applicable Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Not Applicable

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		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> Pounds

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or transporting, equipment, 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 100+ feet when performing job tasks (e.g. 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.*

MAXIMUM REQUIREMENT

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

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing and/or transporting, equipment, 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. 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		
11-100 pounds:	Not Required	Maximum Force:	<u>5</u> Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 5 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound binder, file, document).

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		
11-100 pounds:	Not Required	Maximum Force:	<u>5</u> Pounds

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound binder, file, document; laptop computer).

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:	<u>5</u> Pounds

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 5-pound binders, file, document to/from collaborating agencies and/or inter-departmental personnel; laptop computer, brief case).

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

0-100 pounds:	Not Required	Maximum Force:	<u>0</u> Pounds
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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

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 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, binder, file, documents; drive vehicle; interviewing customers; operating business machine). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) STOOP:

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stooping is not required to perform job tasks. *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, supplies (e.g. miscellaneous items stored or filed on shelves and/or in cabinets). *Maximum forward trunk flexion required is 45 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. Frequent partial forward bending may be required when performing customer interviews while scanning documents seated at elevated office chair.*

12.) **TWIST:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, controls, merchandise and supplies (e.g. twist for miscellaneous items stored or filed on shelves and/or in cabinets; drive vehicle). *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, adjusting, moving and/or transporting, equipment, supplies (e.g. miscellaneous items stored or filed on shelves or in cabinets while standing).

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, sitting, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required to perform job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required to perform job tasks. Maximum number of 24 steps may be climbed. Elevator is available.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climb 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 retrieving, returning, storing, and/or moving, transporting, equipment, supplies (e.g. to/from collaborating agencies, interdepartmental personnel, classroom, interview room; parking lot). Worksite is wheelchair accessible. Walking length varies between 5 feet and 600+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; interview; meetings with collaborating agencies and/or colleagues; drive vehicle). *Some employees are equipped with desktops that offer a sit/stand option. Sitting may be minimized or avoided with the aid of individual motorized variable height sit/stand option desktop.*

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. presentation, interview; consulting between interdepartmental employees and/or collaborating agencies; counter work).

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 perform job tasks. (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. vehicle). *On a seldom basis specific staff may participate in off-site field work that requires extended driving.*

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 retrieving, returning, storing, adjusting, moving, and/or transporting, operating equipment and supplies (e.g. miscellaneous office work).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; miscellaneous office items; open/close door, file, cabinet; drive vehicle).

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

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

Eye/hand coordination is utilized to perform job tasks (e.g. handle miscellaneous office items; open door with I.D. badge, file; keyboard, mouse; page turn, sort, handwrite; 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, 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>
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The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

Family Services Support Supervisor

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	15 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	5 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	5 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	5 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control</i>	Occasional
<i>Stoop</i>	Not Required	<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>	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

	Date: _____
Lyle Andersen, PT, CWCE Preparer Signature	Contact Person Title
	Date: _____
Contact Person Title	Contact Person Title

LA/ga

Stanislaus County

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<i>Level Lift¹</i>	5 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	5 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control</i>	Occasional
<i>Stoop</i>	Not Required	<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>	Seldom	<i>Hand/Foot Coordination¹</i>	Occasional
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<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: _____

[Signature]
 Contact Person
 Title *Staff Services Analyst*

Date: *8/29/16*

 Contact Person
 Title

Date: _____

LA/ga