



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Accountant
Classification:	I, II, III, Supervisor
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	February 2007; January 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.

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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, **Accountant I** performs accounting work necessary to establish and maintain accounts and records while receiving training in specialized areas. Assists the County in serving the public interest by promoting public health, safety, welfare and the local economy in an efficient, cost-effective manner. This entry-level position performs related duties as required. **Accountant II** is responsible, under direction, to perform difficult professional accounting, cost accounting and systems development. The Accountant II performs more difficult and complex accounting tasks at the professional level and works under minimum supervision. This intermediate level position performs related duties as assigned. **Accountant III** performs complex, technical accounting or auditing work, in a lead capacity over other accounting and clerical staff. Works with contracts, some of which may involve writing grants. The position works with complex accounting systems and prepares reports for the Chief Executive Office and/or department/program managers. This leadership position performs related duties as assigned.

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. Hole punch. | 7. Mouse. |
| 2. 10-key adding machine. | 8. Printer. |
| 3. Computer. | 9. Stapler – manual and electric. |
| 4. Copy Machine. | 10. Stepstool. |
| 5. Facsimile. | 11. Telephone. |
| 6. Keyboard. | 12. Vehicle. |
| 7. Monitor. | |

*All employees within the **Accountant I, II, III, 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 **Accountant I, II, III, 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:..... Traffic	Seldom
3.	Exposure to marked changes in temperature and humidity:.....	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving :..... vehicle	Seldom
6.	Exposure to excessive noise:.....	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:.....	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:	Seldom Continuous
16.	Working inside:.....	Continuous
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	Maximum Force: 15 Pounds
11-25 pounds:	Seldom	
26-75 pounds:	Not Required	

Assistive Devices: 4-wheeled cart, hand truck. Additionally, one person's assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, 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 100+ feet when performing job tasks (e.g. travel with cart; open/close door).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Seldom	Maximum Force: 15 Pounds
11-25 pounds:	Seldom	
26-75 pounds:	Not Required	

Assistive Devices: 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, 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. travel with cart; open/close door). *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
36-75 pounds:	Not Required
Maximum Force: <u>15</u> Pounds	

Assistive Devices: One 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, moving and/or transporting documents (e.g. financial records). The employee lifts items weighing between <1 pound and 15 pounds off the floor when performing job tasks (e.g. up to 15+ pound box of documents, 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	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-75 pounds:	Not Required
Maximum Force: <u>15</u> Pounds	

Assistive Devices: 4-wheeled cart. Additionally, one person's assistance is available with weights greater than 15 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting documents and supplies (e.g. financial records). The employee lifts items weighing between <1 pound and 15 pounds when performing job tasks (e.g. up to 15-pound box of records; up to 10-pound binder; miscellaneous documents; files).

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:	Not Required
26-75 pounds:	Not Required
Maximum Force: <u>10</u> Pounds	

Assistive Devices: 4-wheeled cart. Additionally, one person's assistance is available with weights greater than 10 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, moving and/or transporting documents and supplies (e.g. financial records). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 10+ pound box of documents; 5-pound ream of copy paper; up to 10-pound binder; hand or armful of documents, files).

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

MAXIMUM REQUIREMENT	
0-75 pounds:	Not Required
Maximum Force: <u>0</u> 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 when performing 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 when performing 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 to a maximum distance of 28 inches when performing office work (e.g. desktop work; operate telephone, 10-key, miscellaneous office equipment; storage; drive vehicle; open/close door, file, drawer). 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 and/or moving documents and supplies (e.g. lower shelf, file, storage).

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 when performing 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:** Seldom

Comments: Bending forward at the waist is performed when retrieving, returning, storing and/or moving documents and supplies (e.g. lower shelf, file, storage; operate business machine). 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:** Not Required

Comments: Twisting at the waist is not required when performing job tasks. 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:** Not Required

Comments: Turning is not required when performing job tasks.

14.) **KNEEL:****MAXIMUM FREQUENCY:** Not Required

Comments: Kneeling is not required when performing 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 when performing job tasks.

16.) **STAIR CLIMB:****MAXIMUM FREQUENCY:** Seldom

Comments: Stair climb is required when performing job tasks (e.g. one or two-step stool). *Ramps and elevators are available.*

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:** Occasional

Comments: Walking is performed when retrieving, returning, storing, moving and/or transporting documents and supplies (e.g. to/from business machine; meeting or consulting with collaborating agency and /or colleague; parking lot/office). *Walking length varies between 3 feet and 400+ feet depending on job task.*

19.) **SIT:****MAXIMUM FREQUENCY:** Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when performing office work (e.g. desktop work; handwriting; operate telephone, 10-key calculator; meeting or consultation with collaborating agency and/or colleagues; drive vehicle).

20.) **STAND:** (Static)**MAXIMUM FREQUENCY:** Occasional

Comments: Static standing is required when performing job tasks (e.g. operate business machine; meet or consult with collaborating agency and/or colleagues; counter work).

21.) **BALANCE:****MAXIMUM FREQUENCY:** Occasional

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

22.) HAND/FOOT CONTROL:

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Seldom
Left:	Seldom
Both:	Seldom
Either:	Not Required
FOOT:	
Right:	Seldom
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:	Constant
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or utilizing equipment, controls and supplies (e.g. documents, business machines; vehicle).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; 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. keyboard, mouse, 10-key calculator, handwritten; page turn, sort; batch, file).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, 10-key calculator, handwritten; page turn, sort; batch, file; drive vehicle).

Hand/foot coordination utilized when performing 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:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desktop work; read; operate business machine; file; search; 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>
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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:

ACCOUNTANT I, II, III, SUPERVISOR

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>	15 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	15 pounds	<i>Sit¹</i>	Continuous
<i>Weight Carry¹</i>	10 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control¹</i>	Seldom
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Seldom
<i>Stoop</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Seldom	<i>Fine Manipulation¹</i>	Continuous
<i>Twist</i>	Not Required	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination¹</i>	Seldom
<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

Jack Martin Date: 2/2/16

 Contact Person
 Title

 Contact Person
 Title

 Contact Person
 Title

L.A/ga