

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Accounting Technician
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	May 2007; March 2017
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.

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 **Accounting Technician** performs complex and highly responsible clerical work required in the maintenance of fiscal and statistical records. This position is subject to overtime, standby, and callback assignments. 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.

- | | |
|-----------------------------|-------------------------------|
| 1. 4-wheeled cart. | 7. Hand truck. |
| 2. 10-key machine. | 8. Paper cutter (guillotine). |
| 3. Calculator. | 9. Paper punch. |
| 4. Computer/keyboard/mouse. | 10. Phone. |
| 5. Copier. | 11. Stapler. |
| 6. Facsimile machine. | |

*All employees within the **Accounting Technician** 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 **Accounting Technician** 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 when driving	Seldom
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	Seldom
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 Required Constant
16.	Working inside:	Constant
17.	Working outside:	Not Required

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:	Occasional	Maximum Force: 15 Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: 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, 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 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:	Occasional	Maximum Force: 15 Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: 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, 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. 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	
26-100 pounds:	Not Required	Maximum Force: 15

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, adjusting, moving and/or transporting equipment and supplies (e.g. paper, documents). The employee lifts up to 15+ pound boxed documents; items weighing between <1 pounds and 15 pounds from/to the floor when performing job tasks (e.g. up to 10-pound reports, files, documents, miscellaneous stacked or loose leaf paper; boxed documents). *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	
26-100 pounds:	Not Required	Maximum Force: 15

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

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. paper, documents). The employee lifts items weighing between <1 pounds and 15 pounds when performing job tasks (e.g. up to 15+ pound boxed documents; up to 10-pound reports, files, documents, miscellaneous stacked or loose leaf paper; miscellaneous desktop equipment).

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	
26-100 pounds:	Not Required	Maximum Force: 10

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. paper, documents). The employee carries items weighing between <1 pounds and 10 pounds when performing job tasks (e.g. up to 10+ pound boxed documents; up to 10-pound reports, files, documents, miscellaneous stacked or loose leaf paper).

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 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:** Occasional

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; file; operate business equipment; open/close drawer, door). *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; operate business machine; maintain storage room inventory). *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 sitting, half-kneeling 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, adjusting, moving and/or transporting equipment and supplies (e.g. file; operate business machine; maintain storage room inventory). 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.*

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; maintain storage room inventory; 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 product, equipment, and supplies (e.g. file; maintain storage room inventory).

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, sitting, 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 go to/from the multiple story building. Public buildings provide elevators.

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, adjusting, moving and/or transporting equipment, and supplies (e.g. to/from meetings with collaborating agencies and/or colleagues; storage areas, files, office/parking lot). Walking length varies between 3 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; meetings; drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. meetings or consultation with collaborating agencies and/or colleagues; storeroom inventory; file; counter work).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Occasional

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

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

	<u>MAXIMUM REQUIREMENT</u>
HAND:	
Right:	Seldom
Left:	Seldom
Both:	Seldom
Either:	Seldom
FOOT:	
Right:	Seldom
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are not utilized to operate equipment (e.g. 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:	Seldom
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, operating, adjusting, moving and/or transporting equipment controls, and supplies (e.g. desktop devices; business machines; paper).

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. computer, mouse, 10-key, telephone; handwrite, sort, file, page turning, batch).

Eye/hand coordination is utilized to perform job tasks (e.g. computer, mouse, 10-key, telephone; handwrite, sort, file, page turn, batch; operate business machine; drive vehicle).

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:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. handwrite; keyboard, mouse; file, sort, batch; miscellaneous desktop and business machine work; 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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The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

Accounting Technician

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>	15 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	15 pounds	<i>Sit¹</i>	Constant
<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 Control</i>	Seldom
<i>Forward Reach¹</i>	Occasional	<i>Foot Control</i>	Seldom
<i>Stoop</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Seldom	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination</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	Date: _____		Date: _____
Preparer Signature		Contact Person	
		Title	
	Date: _____		Date: _____
Contact Person		Contact Person	
Title		Title	

LA/gm

Stanislaus County

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<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>	Constant
<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 Control</i>	Seldom
<i>Forward Reach¹</i>	Occasional	<i>Foot Control</i>	Seldom
<i>Stoop</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Seldom	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination</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

Date: _____

[Signature]

Contact Person
Title

Date: *5-24-17*

Contact Person
Title

Date: _____

Contact Person
Title

Date: _____

LA/gm