



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Administrative Secretary
Classification:	Administrative Secretary
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	August 2007
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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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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 Administrative Secretary performs difficult and specialized secretarial work of a varied and confidential nature often involving the exercise of independent judgment and initiative based upon skills, knowledge and abilities gained through prior experience in the performance of high level secretarial work. Incumbents in the Administrative Secretary classification are journey-level employees who are highly skilled and independently perform a wide variety of complex and general clerical duties associated with the immediate clerical support of a particular manager or organizational unit of County government. Incumbents in this class will have a thorough knowledge of office procedures and regulations and the ability to perform these duties with minimum direction or supervision.

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

<http://www.stancounty.com/personnel/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. 10-key | 10. Monitor |
| 2. Cart | 11. Mouse |
| 3. Computer | 12. Paper cutter |
| 4. Copy machine | 13. Stapler |
| 5. Electric hole punch | 14. Tape dispenser |
| 6. Facsimile machine | 15. Telephone |
| 7. File cabinet | 16. Transcription machine |
| 8. Keyboard | 17. Typewriter |
| 9. Manual hole punch | 18. Writing utensils |

*All employees within the **Administrative Secretary** 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 **Administrative Secretary** 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:	Not Applicable
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:	Not Applicable
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: Not Required Closely with others: 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, transporting, product, equipment, and supplies (e.g. cart). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200 feet when performing job tasks (e.g. up to 15 pounds when traveling with cart; open/close doors, drawers, files, cabinets).

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:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 15 Pounds	

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, adjusting, transporting, product, equipment, and supplies (e.g. cart). 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. up to 15 pounds when traveling with cart; open/close doors, drawers, files, cabinets). *Pushing is the preferred method of moving carts.*

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

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

Maximum Force: 10 Pounds

Assistive Devices: One person assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, documents, and supplies (e.g. files, statistical reports). The employee lifts items weighing between <1 pounds and 10 pounds up to 42 inches in height when performing job tasks (e.g. files, binder, book, reports; up to 20-pound box).

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:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required

Maximum Force: 10 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, documents, and supplies (e.g. files, statistical reports). The employee lifts items weighing between <1 pounds and 10 pounds when performing job tasks (e.g. files, binder, book, reports; miscellaneous desktop items; up to 20-pound box).

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:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required

Maximum Force: 10 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 50+ feet when performing job tasks (e.g. files, binder, book, reports; miscellaneous desktop items; up to 20-pound box).

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

MAXIMUM REQUIREMENT	
0-10 pounds:	Seldom
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required

Maximum Force: 10 Pounds

Assistive Devices: One person assistance is available with weights greater than 10 pounds.

Comments: The employee lifts items weighing between <1 pounds and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. files, binder; up to 10-pound box). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, adjusting, moving, and/or transporting documents (e.g. stored items). *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
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Comments: Forward reach is performed to a distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, and supplies (e.g. desktop items; to/from shelves, drawers, files, cabinets; operate printer; fax, telephone; push/pull cart; sort, page turn; open/close door). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Not Required
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Comments: Stooping is not required. *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
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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:** Seldom

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting files, equipment, and supplies (e.g. lift, reach to file, search). 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 bending may be required during special events.*

12.) TWIST:**MAXIMUM
FREQUENCY:** Not Required

Comments: Twisting at the waist is not required. *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:** Not Required

Comments: Turning is not required

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, 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 in order to go to/from the basement and up to 2nd or higher floors. Elevators are available.

17.) LADDER CLIMB:**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladder or step stool to access product, equipment, and supplies (e.g. stored items) located up to 8 feet above floor level (e.g. files, binders, boxed items). *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 files, and supplies (e.g. up to 600+ feet to/from parking area; to/from file storage, court room, collaborating agency and/or colleague; to/from individual office equipment). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Continuous

Comments: Sitting is performed for a maximum of 120-minute intervals when performing office work (e.g. desktop work; meetings). *Specific work tasks may require up to frequent standing and/or walking.*

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when operating office equipment (e.g. stand to operate copy, facsimile, printer machines; meetings with collaborating agency and/or colleague). *Specific work tasks may require up to frequent walking.*

21.) **BALANCE:**

MAXIMUM FREQUENCY: Occasional

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

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

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

Comments: Hand controls are not utilized to operate equipment. Foot controls are not utilized to operate equipment.

23.) UPPER AND LOWER EXTREMITY COORDINATION:

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Seldom
Fine Manipulation:	Continuous
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when retrieving, returning, operating, storing, adjusting, moving, and/or transporting documents, equipment, and supplies (e.g. files, binders, telephone headset, pen, pencil, loose paper, stapler, staple remover, scissors, tape).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; files, binder; miscellaneous desktop items).

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

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, handwrite, page turn, file, 10-key, sort).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, handwrite, page turn, file, 10-key, sort).

Hand/foot coordination is not utilized to perform job tasks.

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, read, research, file, handwrite; operate business machine). *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>
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:

Administrative Secretary

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	15 pounds	<i>Stair Climb</i> ¹	Not Required
<i>Pull (Force)</i> ¹	15 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	10 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	10 pounds	<i>Sit</i> ¹	Continuous
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Occasional
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Not Required
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Not Required
<i>Stoop</i> ¹	Not Required	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	Not Required	<i>Firm Grasp</i> ¹	Seldom
<i>Forward Bend</i> ¹	Seldom	<i>Fine Manipulation</i> ¹	Continuous
<i>Twist</i> ¹	Not Required	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Not Required	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i> ¹	Not Required	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

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

LA/au