



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Application Specialist I, II, III
Company Contact:	CEO-Recruitment Unit
Date:	October 2002; April 2007; Update May 2012

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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.

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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 Application Specialist I,II will perform a broad range of skills spanning both hardware and software. This classification requires experience in supporting specialized application in government or corporate environments as well as technical judgment and initiative in making decisions in accordance with established guidelines. The Application Specialist III performs a broad range of skills in both hardware and software, but with the greater emphasis on applications.

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. Cart | 7. Mouse |
| 2. Computer | 8. Printer |
| 3. Copier/Scanner | 9. Projector |
| 4. Facsimile | 10. Vacuum |
| 5. Hand tools | 11. Vehicle |
| 6. Keyboard | |

*All employees within the **Application Specialist I, II, III** 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 **Application Specialist I, II, III** 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:..... safety ladder	Seldom
2.	Being around moving machinery:..... road traffic	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	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:..... computer components	Occasional
8.	Exposure to solvents or chemicals:..... contact cleaner	Seldom
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:	Occasional Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Seldom

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
26-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person 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 600 feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; open/close door, drawer, file, cabinet; computer components).

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
26-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person 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. carts, doors). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 500 feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; open/close door, drawer, file, cabinet; cord, cable, computer component). *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:	Occasional
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: One or more person(s) assistance is available with weights greater than 25 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. computer paraphernalia). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. up to 25+ pound computer, printer, monitor, miscellaneous computer items; projector).

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:	Occasional
26-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: 2 to 4-Wheeled Cart, Hand Truck. Additionally, 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, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. computer paraphernalia). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. up to 25+ pound computer, printer, monitor, miscellaneous computer items; projector).

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

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 25 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls and supplies (e.g. computer paraphernalia). The employee carries items weighing between <1 pound and 25 pounds between 5 feet and 10 feet when performing job tasks (e.g. up to 25+ pound computer, printer, monitor, miscellaneous computer items; projector).

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

MAXIMUM REQUIREMENT	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: 25 Pounds	

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one or more person(s) assistance is available with weights greater than 25 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. computer paraphernalia). The employee lifts items weighing between <1 pound and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. computer cord, wire, cable, miscellaneous computer and/or components). *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 84 inches when adjusting and moving controls (e.g. control switches, buttons, knobs; plug/unplug wire, cable, cords). *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 manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls, and supplies (e.g. desktop support work; push/pull; lift/carry; build/breakdown computer components; replace computer components; computer diagnostic evaluation; locate/position wire/cable). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Stooping is performed when manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls, and supplies (e.g. under desktop support work; build/breakdown computer components; replace computer components; computer diagnostic evaluation, locate/position wire/cable). *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 manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. desktop support work; plug/unplug cords/wires; build/breakdown computer components; add/replace computer components; computer diagnostic evaluation, locate/position wire/cable). *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 manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. desktop support work; push/pull; lift/carry; build/breakdown computer components; replace computer components; computer diagnostic evaluation, locate/position wire/cable). 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 manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. desktop support work; push/pull; build/breakdown computer components; replace computer components; computer diagnostic evaluation). *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:** Occasional

Comments: Turning is performed when manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. support work; push/pull; build/breakdown computer components; replace computer components; computer diagnostic evaluation).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. support work; locate/position plug/unplug cords/wires; build/breakdown computer components; add/replace computer components; computer diagnostic evaluation). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) CRAWL:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Crawling is performed when manipulating, retrieving, returning, storing, adjusting, moving, and/or transporting, equipment, controls and supplies (e.g. support work; locate/position plug/unplug cords/wires; build/breakdown computer components; add/replace computer components; computer diagnostic evaluation).

16.) STAIR CLIMB:

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required in order to go to/from the work sites. Elevator is available.

17.) LADDER CLIMB:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment and supplies (e.g. to/from storage on overhead shelves on racks) located up to 8 feet above floor level (e.g. climb to reach computer components; wire/cable). *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 collaborating agency and/or colleague; install, inspect, repair, replace, maintain and conduct computer procedures on applications and hardware). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) SIT:

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. office work; install, repair, replace, maintain, consult for computer procedures on applications and hardware; meetings with collaborating agency and/or colleague; drive vehicle).

20.) STAND: (Static)

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when performing job tasks (e.g. counterwork; install, repair, replace, maintain, consult for computer procedures on applications and hardware; meetings with collaborating agency and/or colleague).

21.) BALANCE:

MAXIMUM FREQUENCY:	Frequent
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Comments: Good balance is required for safe walking, standing, climbing 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:	Frequent
Eye/Hand Coordination:	Constant
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls, and supplies (e.g. computer paraphernalia).

Simple grasp is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds).

Firm grasp 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, miscellaneous small computer parts, wire, hand tools; keyboard, mouse).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, miscellaneous small computer parts; hand tools; keyboard, mouse).

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:

	MAXIMUM REQUIREMENT
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work; install, repair, replace, maintain, inspect, consult for computer application and hardware; drive vehicle; push/pull, lift/carry). *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}



