



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Social Worker
Classification:	Social Worker I, II, III, IV
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 Social Worker series determines the need for and provides quality social services to eligible clients. This includes incumbents performing quality assurance and quality control assignments.

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. Cart | 10. Keyboard |
| 2. Cell phone | 11. Pager |
| 3. Child car seat | 12. Pen/pencil |
| 4. Child stroller | 13. Printer |
| 5. Computer | 14. Stapler |
| 6. Computer Mouse | 15. Overhead projector |
| 7. Copy machine | 16. Telephone |
| 8. Facsimile | 17. Vehicle |
| 9. Hole punch | 18. Wheelchair |

*All employees within the position of **Social Worker I, II, III, IV** 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 position of **Social Worker I, II, III, IV**.*

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.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving:	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:.....	Seldom
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors:	Not Required
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>	Seldom
15.	Working proximity:.....	Alone: Constant Closely with others: 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
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

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

Comments: Pushing is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. door, drawer). The employee exerts up to 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100 feet when performing job tasks (e.g. push up to 15 pounds pushing cart, open door; close drawer and file; push child stroller and/or wheelchair to/from home/office requiring up to 25 pounds of force)

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: <u>25</u> Pounds	

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

Comments: Pulling is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. door, drawer). The employee exerts up to 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 3 feet when performing job tasks (e.g. pull up to 25 pounds pull cart, open door; open drawer and file; pull child stroller and/or wheelchair to/from home/office requiring up to 25 pounds of force). *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:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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 and/or transporting customer's personal belongings, infant, children and supplies (e.g. luggage, audio/visual equipment, toys, bike, games, clothes, suitcase, bags and boxes of miscellaneous items). The employee lifts items weighing between <1 pound and 25 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift for assisting with loading and unloading customer's belongings to/from house/car/office, briefcase, child's car seat, infant and/or child weighing up to 25 pounds when changing customer's living placement or driving customers to/from scheduled appointments; three-ring binder; case file). *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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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 level lift is utilized with activities such as retrieving, returning and/or transporting customer's personal belongings, infant, children and supplies (e.g. luggage, audio/visual equipment, toys, bike, games, clothes, suitcase, bags and boxes of miscellaneous items). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. lift for assisting with loading and unloading customer's belongings to/from house/car/office, briefcase, child's car seat, infant and/or child weighing up to 25 pounds when changing customer's living placement or driving customers to/from scheduled appointments; three-ring binder; case file).

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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: Weight carry is utilized with activities such as retrieving, returning and/or transporting customer's personal belongings, infant, children and supplies (e.g. luggage, audio/visual equipment, toys, bike, games, clothes, suitcase, bags and boxes of miscellaneous items). The employee carries items weighing between <1 pound and 25 pounds between 2 feet and 600+ feet when performing job tasks (e.g. carry for assisting with loading and unloading customer's belongings to/from house/car/office, briefcase, child's car seat, infant and/or child weighing up to 25 pounds when changing customer's living placement or driving customers to/from scheduled appointments; three-ring binder; case file). *An employee may need to carry a child weighing more than 25 pounds due to a resistive, confrontational or emergency child placement situation.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Not Required
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: <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 to perform job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Not Required
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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 retrieving, returning and/or operating equipment, documents and supplies (e.g. reach lateral or forward for desk top work; reference material, case file; push/pull; drive vehicle; home visit, investigation and/or emergency response). *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, and/or transporting equipment, documents and supplies (e.g. stoop to reach below waist height for case file, reference material stored on lower shelves and files, drawers; home visit, investigation and/or emergency response; developing eye contact with children during interview when sitting is not available). *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 visiting homes with children (e.g. squat to reach below waist height for developing eye contact with children during interview when sitting is not available; home visit, investigation and/or emergency response). *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 and/or transporting customers, equipment and supplies (e.g. bend to reach near or far below waist height for lifting a child from a low bed or platform, lifting and moving customers personal belongings, miscellaneous stored office documents; developing eye contact with children during interview when sitting is not available; home visit, investigation and/or emergency response). 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:** Seldom

Comments: Twisting at the waist is performed when retrieving, returning, storing and/or transporting customers, equipment and supplies (e.g. twist for developing eye contact with children during interview when sitting is not available; home visit, investigation and/or emergency response; drive vehicle, meetings with collaborating agency(ies) and/or colleagues). *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 interviewing customers (e.g. meetings with collaborating agency(ies) and/or colleagues; developing eye contact with children during interview when sitting is not available; home visit, investigation and/or emergency response).

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:** Seldom

Comments: Stair climb is required in order to go to/from the customer home. Maximum number of 24 steps is climbed. Elevator is available in most public buildings.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing 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 performing job tasks (e.g. walk to/from customer home, court, jail, honor farm, meetings with collaborating agency(ies) and/or colleagues; parking lot). 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 job tasks (e.g. sit for desk top work; drive vehicle; meetings with collaborating agency(ies) and/or colleagues; court). *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 60-minute intervals when interviewing customers (e.g. stand for meetings with collaborating agency(ies) and/or colleagues; home visit, inspection and/or emergency response investigation). *Specific work tasks may require up to frequent sitting and/or walking.*

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:	Frequent
Left:	Frequent
Both:	Frequent
Either:	Occasional
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. drive vehicle, door knob and lever). Foot controls are utilized to operate equipment (e.g. drive vehicle).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Occasional
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; drive vehicle; desk top work).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle, open/close door).

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

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle, handwrite, keyboard/monitor, page turn, sort, file).

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 Social Worker I,II,III:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle, desk top work: meetings with collaborating agency(ies) and/or colleagues). *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

SOCIAL WORKER I, II, III, IV

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	25 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	15 pounds	<i>Ladder Climb</i> ¹	Not Required
<i>Stand Up Lift</i> ¹	25 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	25 pounds	<i>Sit</i> ¹	Continuous
<i>Weight Carry</i> ¹	25 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Not Required	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Seldom	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Seldom	<i>Hand/Foot Coordination</i> ¹	Frequent
<i>Kneel</i> ¹	Not Required	<i>Cervical (neck) Movement</i> ¹	Not Required
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Date: _____
Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

LA/au