



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Stock Delivery Clerk
Classification:	Stock Delivery Clerk I, II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	May 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, **Stock/Delivery Clerk I, II** receives, stores and issues, supplies, equipment and a variety of materials used by the various county departments.

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. Adding machine | 15. Pallet jack |
| 2. Box cutter | 16. Pocket knife |
| 3. Broom | 17. Printer |
| 4. Calculator | 18. Scissors |
| 5. Computer | 19. Stapler |
| 6. Copier | 20. Stapler puller |
| 7. Desk dolley | 21. Stock carts (4-wheel) |
| 8. File cabinet | 22. Tape dispenser |
| 9. Forklift | 23. Task chair |
| 10. Freight elevators | 24. Telephone/facsimile |
| 11. Hand truck | 25. Utility knife |
| 12. Load bar | 26. 2 & 3 hole punch |
| 13. Load dock | 27. Vehicle |
| 14. Pallet | |

All employees within the Stock/Delivery Clerk I, II 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 Stock/Delivery Clerk I, II 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: loading dock up to 42 inches in height	Occasional
2.	Being around moving machinery: electric and manual pallet jack, forklift, traffic	Frequent
3.	Exposure to marked changes in temperature and humidity: outside temperatures seasonally vary between 28-110 degrees.	Constant
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving : vehicle, electric and manual pallet jack, forklift	Occasional
6.	Exposure to excessive noise: <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy: <i>Refer to MSDS document.</i>	Not Applicable
8.	Exposure to solvents or chemicals:	Not Applicable
9.	Exposure to slippery or uneven walking surfaces: Ramp, stairs, undeveloped ground	Occasional
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:	Continuous Continuous
16.	Working inside:	Continuous
17.	Working outside:	Occasional

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
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required

Maximum Force: 60 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Manual Pallet Jack. Additionally, one or more person(s) assistance is available with forces greater than 60 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory, cart). The employee exerts up to 60 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. up to 60 pounds of force to travel with cart; rearrange stacked or stored cased inventory; 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
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required

Maximum Force: 60 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Manual Pallet Jack. Additionally, one or more person(s) assistance is available with forces greater than 60 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory, cart). The employee exerts up to 60 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 5 feet when performing job tasks (e.g. up to 60 pounds of force to travel with a cart; rearrange stacked or stored cased inventory; open/close, 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:	Occasional	
11-25 pounds:	Occasional	
26-35 pounds:	Occasional	
36-50 pounds:	Seldom	
51-75 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: Forklift. One or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory). The employee lifts items weighing between 1 pound and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. 50-pound case of legal size paper, 50-pound case of labels, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail tote, miscellaneous equipment, 50-pound pallet; up to 200+ pound miscellaneous furniture items; miscellaneous individual or cased janitorial items; up to 50+-pound box/bin of library books). *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:	Frequent	
11-25 pounds:	Frequent	
26-35 pounds:	Occasional	
36-50 pounds:	Seldom	
51-75 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: Manual Pallet Jack, Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. 50-pound case of legal size paper, 50-pound case of labels, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail tote, miscellaneous equipment, 110-pound index paper, 50-pound pallet; up to 200+ pound miscellaneous furniture items; miscellaneous individual or cased janitorial items; up to 50+-pound box/bin of library books).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Frequent	
11-25 pounds:	Occasional	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-75 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, merchandise and supplies (e.g. individual and cased inventory). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 200 feet when performing job tasks (e.g. 50-pound case of legal size paper, 50-pound case of labels, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail tote, miscellaneous equipment, 110-pound index paper, 50-pound pallet; up to 200+ pound miscellaneous furniture items; miscellaneous individual or cased janitorial items; up to 50+-pound box/bin of library books).

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

MAXIMUM REQUIREMENT

0-10 pounds: Occasional

11-25 pounds: Not Required

Maximum Force: 10 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 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, merchandise and supplies (e.g. individual and cased inventory). The employee lifts items weighing between <1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. up to 10-pound cased miscellaneous items to/from overhead storage shelves). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Seldom

Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, merchandise and supplies (e.g. stock inventory; search for 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

Comments: Forward reach is performed up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory; desktop work; mail sort; drive vehicle; file). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory; item search). *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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory; item search). *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:** Frequent

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory; item search). 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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory; item search; drive vehicle; operate forklift). *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:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. individual and cased inventory).

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 to perform job tasks. Elevator or ramp is available.

17.) LADDER CLIMB:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment, merchandise and supplies (e.g. miscellaneous individual or cased items) located 7+ feet above floor level (e.g. climb for miscellaneous items stored overhead; item search). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach*

18.) **WALK:**

MAXIMUM FREQUENCY: Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. to/from storeroom/vehicle/delivery site; carry; collect and/or distribute inventory; to/from meetings with collaborating agencies and/or colleagues, storeroom/vehicle). Walking length varies between 3 feet and 400+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 30-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. sit for desktop work; drive vehicle; operate forklift).

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 10-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment, merchandise and supplies (e.g. inventory, label, sort mail; lift). *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:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, pallet jack, door, gate) when retrieving, returning, adjusting, moving, and/or transporting equipment and supplies (e.g. drive vehicle, pallet jack, forklift). Foot controls are utilized to operate equipment (e.g. vehicle, forklift).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, moving, and/or transporting equipment, and supplies (e.g. individual and cased inventory; drive vehicle, pallet jack, cart).

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; open cased inventory; open/close doors; tape gun, stamp, staple, box cutter; drive vehicle).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, label, document, handwritten, file, page turn, sort, batch).

Eye/hand coordination is utilized to perform job tasks (e.g. inventory, label, document, handwritten, operate material handling equipment, keyboard, mouse, label, handwritten, file, page turn, sort).

Hand/foot coordination is utilized to perform job tasks (e.g. operate material handling equipment; 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:	Occasional
Rotating:	Frequent
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. desktop work; inventory; locate supplies; operate material handling equipment; drive vehicle; sort, file, batch). *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>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
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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:

Stock/Delivery Clerk I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	60 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	60 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	50 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	50 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	50 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Occasional	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	Seldom	<i>Firm Grasp</i> ¹	Frequent
<i>Forward Bend</i> ¹	Frequent	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i>	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		Contact Person	

Title

Title

LA/au