



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Storekeeper
Classification:	Storekeeper 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.

Chief Executive Office – Recruitment Unit
P.O. Box 3404, Modesto, CA 95354

Phone (209) 525-6341 Fax (209) 525-4056

Chief Executive Office – Risk Management Division
P.O. Box 1723, Modesto, CA 95354

Phone (209) 525-5710 Fax (209) 525-5779

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 **Storekeeper I, II**, orders, receives, stores, and issues supplies and records, and maintains data on the receipt and issuance supplies. This classification spends the majority of their time processing storeroom paperwork and may supervise a small group in receiving and distributing stock. The 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/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. | 14. Mouse. |
| 2. Broom. | 15. Pocket knife. |
| 3. Calculator. | 16. Polywrap. |
| 4. Computer. | 17. Scissors. |
| 5. Copy machine. | 18. Stapler. |
| 6. Desk dolly. | 19. Stapler puller. |
| 7. Forklift. | 20. Tape dispenser. |
| 8. Keyboard. | 21. Telephone/facsimile. |
| 9. Pallet. | 22. Truck. |
| 10. Pallet jack. | 23. Utility knife. |
| 11. Hand truck (dolley). | 24. Vehicle. |
| 12. Hole punch. | 25. Weight scale. |
| 13. Load bar. | |

*All employees within the **Storekeeper 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 **Storekeeper 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:	Not Applicable
2.	Being around moving machinery: Manual/electric pallet jack, forklift	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving: Manual/electric pallet jack, forklift, truck, vehicle	Occasional
6.	Exposure to excessive noise:	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 Applicable
12.	Working with explosives:	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:	Not Applicable
15.	Working proximity: Alone:	Occasional Continuous
	others:	Closely with
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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck, 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. 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. travel with assistive device for delivery; rearrange stacked or stored cased inventory).

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:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 60 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck, Dolly, 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. 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 4 feet when performing job tasks (e.g. assistive device for delivery; rearrange stacked or stored cased inventory). *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:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
Maximum Force: <u>50</u> Pounds	

Assistive Devices: 4-wheel Cart, Forklift, Hand Truck. Additionally, if 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. up to 45-pound case of miscellaneous canned food, 50-pound case of toilet tissue; lift 50-pound case of legal size paper, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail totes; 50-pound case of labels; miscellaneous equipment; up to 50-pound pallet; up to 200+ pound miscellaneous furniture and/or salvage items). *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:	Frequent
11-25 pounds:	Frequent
26-35 pounds:	Frequent
36-50 pounds:	Seldom
51-75 pounds:	Not Required
Maximum Force: <u>50</u> Pounds	

Assistive Devices: Forklift, 4-Wheel Cart, Hand Truck, Dolly. 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. up to 45-pound case of miscellaneous canned food, 50-pound case of toilet tissue; lift 50-pound case of legal size paper, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail totes; 50-pound case of labels; miscellaneous equipment; up to 50-pound pallet; up to 200+ pound miscellaneous furniture and/or salvage items). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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:	Occasional	
36-50 pounds:	Seldom	
51-75 pounds:	Not Required	Maximum Force: <u>50</u> Pounds

Assistive Devices: Forklift, 4-Wheel Cart, Hand Truck, Dolly. 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, 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 104 feet when performing job tasks (e.g. up to 45-pound case of miscellaneous canned food, 50-pound case of toilet tissue; lift 50-pound case of legal size paper, 50-pound case of chart files, 30-pound case of forms, up to 30-pound mail totes; 50-pound case of labels; miscellaneous equipment; up to 50-pound pallet; up to 200+ pound miscellaneous furniture and/or salvage items). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Not Required	
36-50 pounds:	Not Required	
51-75 pounds:	Not Required	Maximum Force: <u>25</u> 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, equipment, merchandise and supplies (e.g. individual and cased inventory). The employee lifts items weighing between 1 pound and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. up to 25-pound miscellaneous items lifted to/from overhead shelves). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Occasional
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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, equipment, merchandise and supplies (e.g. arrange and/or locate miscellaneous items; inventory). *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. desktop work; individual and cased inventory; miscellaneous stored items; drive vehicle). *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, merchandise and supplies (e.g. lift and/or locate individual or cased 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:** Seldom

Comments: Squatting is performed when retrieving, returning, storing, adjusting, moving and/or transporting, equipment, merchandise and supplies (e.g. individual or cased inventory). *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, adjusting, moving and/or transporting, equipment, merchandise and supplies (e.g. individual or cased inventory). 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. search or locate inventory; drive vehicle). *Twisting at the waist may be minimized by turning the whole body, including the feet.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Occasional

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

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 2nd story building or climb portable stair steps.

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. climb for miscellaneous individual or cased items) located 7+ feet above floor level (e.g. miscellaneous items stored overhead). *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. inventory search; stock, build delivery orders; maintain storeroom inventory; courier deliveries; travel with manual pallet jack, hand truck).

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 120-minute intervals when participating in job tasks (e.g. operate forklift; desktop work; drive vehicle). *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 15-minute intervals when retrieving, returning, storing, adjusting, equipment, merchandise and supplies (e.g. label; collate wrap, staple; locate and document inventory; meter mail). *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:	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. cart, vehicle) when retrieving, returning, storing, adjusting, moving and/or transporting, equipment, merchandise and supplies (e.g. manual pallet jack, forklift, truck, van). Foot controls are utilized to operate equipment (e.g. hand truck freight release lever, 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, adjusting, moving and/or transporting, equipment, merchandise and supplies (e.g. individual and cased inventory; pallet jack, cart, forklift).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; operate office equipment; drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; push/pull; open cased inventory; open/close door; tape, stamp, staple; box cut; drive vehicle).

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

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, label, document, handwriting, operate office equipment; tape, stamp, staple; box cut; file, batch, sort; drive vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle; operate forklift).

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:	Frequent
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. desktop work; worksite observation, control and maintain inventory and storage; build and/or break down pallet load; document review; locate inventory; drive/operate material handling equipment). *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%
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:

Storekeeper I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	60 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	60 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	55 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	55 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	55 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	25 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Occasional	<i>Hand Control</i> ¹	Occasional
<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	Frequent
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	
<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: _____
Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

LA/au