



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Medical Investigator
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2008
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 Medical Investigator, assists in the identification, control and prevention of sexually transmitted diseases and to perform related duties as required.

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. Computer | 8. Printer |
| 2. Facsimile | 9. Projectors, lap tops |
| 3. Files | 10. Shoulder bags |
| 4. HIV testing equipment | 11. Specimen containers |
| 5. Ice chests | 12. Syringes |
| 6. Medical charts | 13. Telephone |
| 7. Portable file carriers | 14. Vehicle |

*All employees within the **Medical Investigator** 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 **Medical Investigator** 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: traffic.....	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: vehicle.....	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 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>	Occasional
15.	Working proximity:.....	Alone: Frequent Closely with others: Frequent
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:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> 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, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. push up to 15 pounds of force to travel with cart; 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:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> 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, moving, and/or transporting equipment, and supplies (e.g. carts, doors). 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. pull up to 15 pounds of force to travel with cart; open/close door, drawer, file, cabinet). *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:	Occasional
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: 25 Pounds	

Assistive Devices: One person 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 and supplies (e.g. documents, printed material). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. lift boxes or containers of miscellaneous outreach and health fair material; up to 25-pound ice chest; cased, stacked or individual patient files and records). *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
26-100 pounds:	Not Required
Maximum Force: 25 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person 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 and supplies (e.g. documents, printed material). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. lift boxes or containers of miscellaneous outreach and health fair material; up to 25-pound ice chest; cased, stacked or individual patient files and records).

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:	Seldom
26-100 pounds:	Not Required
Maximum Force: 25 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person 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 equipment and supplies (e.g. documents, printed material). The employee carries items weighing between <1 pounds and 25 pounds between 5 feet and 200+ feet when performing job tasks (e.g. carry boxes or containers of miscellaneous outreach and health fair material; up to 25-pound ice chest; cased, stacked or individual patient files and records).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT****0-100 pounds:** Not Required **Maximum Force:** 0 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

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 to a distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. reach lateral for desktop work; phlebotomy procedures; specimen collection; process specimens for logging; medical record packaging and storage; load/unload medical van; coordinate outreach program; 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 product, equipment and supplies (e.g. stoop to reach below waist height for phlebotomy procedures; specimen collection; process specimens for logging; medical record packaging and storage; load/unload medical van; coordinate outreach program). *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 product, equipment and supplies (e.g. squat to reach below waist height for phlebotomy procedures; medical record packaging and storage). *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 product, equipment and supplies (e.g. bend to reach near or far below waist height for phlebotomy procedures; specimen collection; process specimens for logging; medical record packaging and storage; load/unload medical van; coordinate outreach program). Maximum forward trunk flexion required is 60 degrees. *Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, halfkneeling, 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 product, equipment and supplies (e.g. twist for phlebotomy procedures; specimen collection; process specimens for logging; medical record packaging and storage; load/unload medical van; coordinate outreach program; drive vehicle). *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 retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. turn for phlebotomy procedures; specimen collection; process specimens for logging, packaging and storage; load/unload medical van; coordinate outreach program).

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 halfkneeling.*

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 private residence and businesses). Public buildings provide elevators. Maximum number of 21 steps is climbed.

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:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. walk to/from collaborating agency and/or colleagues; private or public residence, jail, medical facilities). 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. sit for desk work; interview; education; specimen collection; meeting; drive vehicle).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 120-minute intervals when retrieving, returning, storing, adjusting equipment and supplies (e.g. stand for clinical work; phlebotomy procedures; specimen collection; process specimens for logging; documentation packaging and storage).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
HAND:	Occasional
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) when adjusting controls (e.g. drive vehicle).
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 product, equipment and supplies (e.g. specimens; miscellaneous educational material).

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

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; specimen collection; labeling packaged specimens; page turn, sort, file, phlebotomy procedures).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse; handwrite; specimen collection; labeling packaged specimens; page turn, sort, file, phlebotomy procedures; drive vehicle).

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 Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. deskwork; work site observation; specimen collection and management; drive vehicle; interview). *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:

MEDICAL INVESTIGATOR

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	15 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	Frequent
<i>Level Lift</i> ¹	25 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	25 pounds	<i>Stand (Static)</i> ¹	Frequent
<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	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	Occasional
<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	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

 Lyle Andersen, PT, CWCE
 Preparer Signature

 Contact Person
 Title

 Contact Person
 Title

 Contact Person
 Title

LA/au