



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Medical Records Specialist
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	May 2001; June 2016
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road 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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<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

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 Records Specialist, personally performs or oversees the completion of complex, technical medical records functions and plans, supervises, reviews and evaluates the activities of medical records personnel.

SPECIFIC DUTIES: Available through the Human Resources Department.

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. Pencil sharpener |
| 3. Copy machine | 9. Staple remover |
| 4. Facsimile machine | 10. Stapler |
| 5. Hole punch | 11. Step stool |
| 6. Keyboard | 12. Telephone |

*All employees within the **Medical Records Specialist** 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 Records Specialist** position.*

ENVIRONMENTAL FACTORS

The following percentages are given in terms of an eight-hour workday:

Seldom = 1% - 2%
Occasional = 3% - 33%

Frequent = 34% - 66%
Constant = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: 1, 2, or 3-step step stool	Seldom
2.	Being around moving machinery: Road traffic while driving	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Not Required
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): <i>Respiratory protection is available</i>	Not Required
5.	Driving: Vehicle	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Required
7.	Exposure to radiant or electrical energy:.....	Not Required
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Not Required
9.	Exposure to slippery or uneven walking surfaces:.....	Not Required
10.	Working below ground:..... Basement at health services agency on Scenic Drive	Occasional
11.	Unusual fatigue factors:	Not Required
12.	Working with explosives:.....	Not Required
13.	Excessive vibration:	Not Required
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Not Required
15.	Working proximity:..... Alone: Closely with others:	Occasional Continuous
16.	Working inside:.....	Continuous
17.	Working outside:.....	Not Required

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: 25 Pounds	

Assistive Devices: 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, 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 between waist and shoulder height of a distance up to 200+ feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; open/close door, drawer, file, cabinet; push box into storage).

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: 25 Pounds	

Assistive Devices: 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, 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 between waist and shoulder height of a distance up to 3 feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; open/close doors, drawer, file, cabinet; pull medical record file from storage). *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	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 pounds:	Not Required	Maximum Force: 40 Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 40 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting documents, equipment and supplies (e.g. boxes, medical record files, paper). The employee lifts items weighing between <1 pound and 40 pounds from/to the floor when performing job tasks (e.g. individual patient medical record file weighing less than 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous medical record files; 3-ring binder; up to 40-pound file box). *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:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 pounds:	Not Required	Maximum Force: 40 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting documents, equipment and supplies (e.g. boxes, medical record file, paper). The employee lifts items weighing between <1 pound and 40 pounds when performing job tasks (e.g. individual patient medical record file weighing less than 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous medical record files; 3-ring binder; up to 40-pound file box).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-100 pounds:	Not Required	Maximum Force: 5 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting documents, equipment and supplies (e.g. boxes, medical record file, paper). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 200 feet when performing job tasks (e.g. individual patient medical record file weighing less than 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous medical record files; 3-ring binders).

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

0-10 pounds:	Occasional		
11-100 pounds:	Not Required	Maximum Force:	3 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 3 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting documents and supplies (e.g. medical record file search). The employee lifts items weighing between <1 pound and 3 pounds to a maximum height of 72 inches when performing job tasks (e.g. patient medical record files stored on 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 documents and supplies (e.g. patient medical record file search). *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 up to a distance of 28 inches when retrieving, returning, storing, adjusting, moving and/or transporting documents, equipment and supplies (e.g. desktop work; copying; handling patient medical record file, 3-ring binder, miscellaneous documents; drive vehicle; file search). *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 retrieving, returning, storing, adjusting, moving and/or transporting documents and supplies (e.g. patient medical record file stored on floor or lower shelves). *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:	Not Required
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Comments: Squatting is not required to perform job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending, kneeling half-kneeling or sitting. 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 documents, equipment and supplies (e.g. patient medical record file stored on shelves). 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 supplies (e.g. patient medical record file stored on shelves; employee supervision; worksite observation; medical record file search; drive vehicle). *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 supplies (e.g. patient medical record file stored on shelves; employee supervision; worksite observation; medical record file search).

14.) KNEEL:**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not performed when performing job tasks. *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, sitting, or half kneeling.*

15.) CRAWL:**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required when performing job tasks.

16.) STAIR CLIMB:**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required in order to go to/from basement and the second story building. Public buildings provide elevators. Maximum number of 42 steps may be climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access documents and supplies (e.g. medical record file) located 6 feet above floor level. *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 documents, equipment and supplies (e.g. to/from meetings with collaborating agencies and/or colleagues, business machines, storage room, courthouse, parking lot). 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 120-minute intervals when performing job tasks (e.g. meetings with collaborating agencies and/or colleagues; desktop work; drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 5-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. operate business equipment, customer service; medical record file search; meetings with collaborating agencies and/or colleagues).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Adequate 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) when adjusting controls (e.g. driving 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:	Seldom
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving equipment and supplies (e.g. desktop work, filing).

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).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, key pads; handwritten, page turn, sort, file; purge).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, key pads; handwritten, page turn, file; purge; 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:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work, interviews, file; drive vehicle). 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:

MEDICAL RECORDS SPECIALIST

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb¹</i>	Seldom
<i>Stand Up Lift¹</i>	40 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	40 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	5 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	3 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Occasional	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop¹</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Christi Aeb Date: 8/3/16

 Contact Person
 Title *HR Manager*

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 Title

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