

# Job Task Analysis

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|                              |                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Employer:</b>             | <b>Stanislaus County</b>                                                                                                      |
| <b>Occupation:</b>           | Nursing Assistant (Medical Assistant)                                                                                         |
| <b>Company Contact:</b>      | Risk Management<br>1010 10 <sup>th</sup> Street<br>Modesto, California 95354<br>(209) 525-5770                                |
| <b>Date:</b>                 | January 2009; October 2017                                                                                                    |
| <b>Analysis Provided By:</b> | Lyle Andersen, PT, CWCE<br>Andersen Physical Therapy, Inc.<br>1917 Coffee Road<br>Modesto, California 95355<br>(209) 549-4626 |

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## **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.

**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 **Nursing Assistant (Medical Assistant)** is responsible for the direct patient care activities and related non-professional services necessary for caring for the personal needs and comfort of patients.

**SPECIFIC DUTIES:** Available through the Human Resources Department at the County of Stanislaus.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

**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. 4-wheel cart                                | 10. Keyboard/monitor   |
| 2. Audiogram                                   | 11. Nebulizer          |
| 3. Blood analyzing equipment                   | 12. Refrigerator       |
| 4. Blood pressure equipment (Manual/Automated) | 13. Scale – chair      |
| 5. Body temperature monitor                    | 14. Scale – standing   |
| 6. Centrifuge                                  | 15. Syringe            |
| 7. Electrocardiogram machine                   | 16. Trash cans         |
| 8. Examination lights                          | 17. Urinalizer         |
| 9. Examination table                           | 18. Vital sign monitor |
|                                                | 19. Wheelchair         |

*All employees within the **Nursing Assistant (Medical Assistant)** 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 **Nursing Assistant (Medical Assistant)** position.*

**ENVIRONMENTAL FACTORS**



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

|                     |          |                   |            |
|---------------------|----------|-------------------|------------|
| <b>Seldom</b> =     | 1% - 2%  | <b>Frequent</b> = | 34% - 66%  |
| <b>Occasional</b> = | 3% - 33% | <b>Constant</b> = | 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..... | Not Applicable             |
| 4.                    | Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....                                        | Not Applicable             |
| 5.                    | Driving: .....                                                                                                               | Not Applicable             |
| 6.                    | Exposure to excessive noise:.....<br><i>Hearing protection is available</i>                                                  | Not Applicable             |
| 7.                    | Exposure to radiant or electrical energy:.....                                                                               | Not Applicable             |
| 8.                    | Exposure to solvents or chemicals:.....<br><i>Refer to MSDS document.</i>                                                    | Seldom                     |
| 9.                    | Exposure to slippery or uneven walking surfaces:.....<br>Spills                                                              | 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:.....<br><i>Hand protection is available</i>                                  | Occasional                 |
| 15.                   | Working proximity:.....<br>Alone:<br>Closely with others:                                                                    | Not Applicable<br>Constant |
| 16.                   | Working inside:.....                                                                                                         | Constant                   |
| 17.                   | Working outside:.....                                                                                                        | Not Applicable             |

## 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

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

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

**Comments:** Pushing is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchair, exam table, exam table stand, portable support equipment, datascope, crash cart). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance between 3 feet and 50+ feet when performing job tasks (e.g. 4-wheeled patient support equipment, applying cardiopulmonary resuscitation; open/close drawer/door; position patient).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

#### MAXIMUM REQUIREMENT

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

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

**Comments:** Pulling is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchair, exam table, exam table stand, portable support equipment, datascope, crash cart). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance between two feet and 5+ feet when performing job tasks (e.g. 4-wheeled patient support equipment, open/close drawer/door; position patient). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.***MAXIMUM REQUIREMENT**

|                       |              |                                        |
|-----------------------|--------------|----------------------------------------|
| <b>0-10 pounds:</b>   | Seldom       |                                        |
| <b>11-25 pounds:</b>  | Seldom       |                                        |
| <b>26-35 pounds:</b>  | Seldom       |                                        |
| <b>36-100 pounds:</b> | Not Required | <b>Maximum Force:</b> <u>30</u> Pounds |

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 30 pounds.

**Comments:** A stand-up lift is utilized with activities such as adjusting, moving and/or transporting equipment, patients and supplies (e.g., patient, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 30 pounds when performing job tasks (e.g. miscellaneous supplies or equipment stored on lower shelf/floor; miscellaneous light housekeeping; maintain storage inventory; assist with fallen patient). *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**

|                       |              |                                        |
|-----------------------|--------------|----------------------------------------|
| <b>0-10 pounds:</b>   | Occasional   |                                        |
| <b>11-25 pounds:</b>  | Seldom       |                                        |
| <b>26-35 pounds:</b>  | Seldom       |                                        |
| <b>36-100 pounds:</b> | Not Required | <b>Maximum Force:</b> <u>30</u> Pounds |

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 30 pounds.

**Comments:** A level lift is utilized with activities such as adjusting, moving and/or transporting equipment, patients and supplies (e.g. lift or position patient and/or patient extremity, patient, miscellaneous medical inventory). The employee lifts items weighing less than 1 pound and up to 30 pounds when performing job tasks (e.g. patient and/or patient extremity; stored inventory to/from shelves; medical documentation; vital testing equipment; miscellaneous light housekeeping; patient assistance; laptop computer).

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

|                       |              |                                        |
|-----------------------|--------------|----------------------------------------|
| <b>0-10 pounds:</b>   | Occasional   |                                        |
| <b>11-25 pounds:</b>  | Seldom       |                                        |
| <b>26-100 pounds:</b> | Not Required | <b>Maximum Force:</b> <u>25</u> Pounds |

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

**Comments:** Weight carry is utilized with activities such as moving and/or transporting equipment and supplies (e.g. linen, storage, infant). The employee carries items weighing less than 1 pound and up to 10 pounds between 3 feet and 50+ feet when performing job tasks (e.g. medical documentation, miscellaneous stored items, medical equipment; housekeeping; assist with patient ambulation; laptop computer; infant).

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

|                       |              |                                |
|-----------------------|--------------|--------------------------------|
| <b>0-10 pounds:</b>   | Seldom       |                                |
| <b>11-25 pounds:</b>  | Not Required |                                |
| <b>26-100 pounds:</b> | Not Required | <b>Maximum Force:</b> 5 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 5 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning and/or moving equipment and supplies (e.g. storage). The employee lifts items weighing less than 1 pound and up to 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous inventory on 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, adjusting and/or moving equipment and supplies (e.g. stored inventory on overhead shelf; adjust procedure overhead light). *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 maximum distance 28 inches when retrieving, returning, adjusting, moving and/or transporting equipment and supplies (e.g. medical document; miscellaneous inventory; patient vital procedure; push/pull; lift/carry; injection administration; housekeeping; manage records, storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, urine analysis, venipuncture, strep test; desktop work; PT/INR; HGBA1C Test). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

**MAXIMUM FREQUENCY:** Not Required

**Comments:** Stooping is not required when performing job tasks. *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

**Comments:** Squatting is not required to perform job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending, sitting, half kneeling 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, adjusting and/or utilizing equipment and supplies (e.g. medical document; miscellaneous inventory; patient vital procedures; push/pull; lift/carry; injection administration; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work; PT/INR, HGBA1C Test). 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, adjusting and/or utilizing equipment and supplies (e.g. twist for medical document; miscellaneous inventory; patient vital procedures; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test;). *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, adjusting and/or utilizing equipment and supplies (e.g. medical document; miscellaneous inventory; patient vital procedures; housekeeping; manage record; storage inventory).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is required to perform job tasks (e.g. participate in emergency cardiopulmonary resuscitation at floor level; attend to fallen patient; automated external defibrillator). *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 is available in all 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:** Frequent

**Comments:** Walking is performed when retrieving, returning, moving, and/or transporting equipment and supplies (e.g. to/from reception/examination room, supply area, laboratory, medical record storage, office). Walking length varies between 3 feet and 100+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Sitting is performed for a maximum of 15-minute intervals when performing job tasks (e.g. desktop work; patient interview, medical documentation, treatment).

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

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 15-minute intervals when performing patient care activities (e.g. for vital procedure, venipuncture, patient interview; laboratory testing; managing medical records; inventory documentation; worksite observation).



21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Constant

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

22.) **HAND/FOOT CONTROL:****MAXIMUM REQUIREMENT****HAND:****Right:** Not Required**Left:** Not Required**Both:** Not Required**Either:** Occasional**FOOT:****Right:** Not Required**Left:** Not Required**Both:** Not Required**Either:** Seldom

*Comments:* Hand controls are utilized to operate equipment (e.g. examination table, wheelchair, faucet, door knob) when adjusting and/or utilizing equipment (e.g. operate wheelchair or table controls for providing positioning or transfer of patient; hand washing; open/close door). Foot controls are utilized to operate equipment (e.g. handwashing sink, wastebasket, examination table).

23.) **UPPER AND LOWER EXTREMITY COORDINATION:****MAXIMUM REQUIREMENT****Simple Grasp:** Frequent**Firm Grasp:** Occasional**Fine Manipulation:** Frequent**Eye/Hand Coordination:** Frequent**Hand/Foot Coordination:** Not Required

*Comments:* Grasping and coordination activities are performed when adjusting and/or preparing supplies, equipment (e.g. patient care, documentation, housekeeping).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; electrocardiogram; vitals monitoring; documentation; treatment procedures).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; treatment procedures; assist with patient transfer; inventory storage).

**Fine manipulation** is utilized to perform job tasks (e.g. desktop work; handwrite, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vital testing, keyboard, page turn, sort, file; laboratory testing).

**Eye/hand coordination** is utilized to perform job tasks (e.g. desktop work; handwrite, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vitals monitoring, keyboard, mouse, page turn, sort, file; laboratory testing).

**Hand/foot coordination** is not required to perform job tasks.

*Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*

**24.) CERVICAL (NECK) MOVEMENT:**

|                                 | <b><u>MAXIMUM REQUIREMENT</u></b> |
|---------------------------------|-----------------------------------|
| <b>Static Neutral Position:</b> | Frequent                          |
| <b>Flexing:</b>                 | Frequent                          |
| <b>Rotating:</b>                | Occasional                        |
| <b>Extending:</b>               | Seldom                            |

**Comments:** Neck movement is required when performing job tasks (e.g. observing patients and their environment, patient care, patient treatment; desktop work; laboratory testing; light housekeeping; patient reception). *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:

### NURSING ASSISTANT

| Functional Activities             | Maximum Requirements | Functional Activities                       | Maximum Requirements |
|-----------------------------------|----------------------|---------------------------------------------|----------------------|
| <i>Push (Force)<sup>1</sup></i>   | 35 pounds            | <i>Stair Climb</i>                          | Not Required         |
| <i>Pull (Force)<sup>1</sup></i>   | 35 pounds            | <i>Ladder Climb</i>                         | Not Required         |
| <i>Stand Up Lift<sup>1</sup></i>  | 30 pounds            | <i>Walk<sup>1</sup></i>                     | Frequent             |
| <i>Level Lift<sup>1</sup></i>     | 30 pounds            | <i>Sit<sup>1</sup></i>                      | Occasional           |
| <i>Weight Carry<sup>1</sup></i>   | 10 pounds            | <i>Stand (Static)<sup>1</sup></i>           | Occasional           |
| <i>Overhead Lift/Pull Down</i>    | 5 pounds             | <i>Balance<sup>1</sup></i>                  | Constant             |
| <i>Overhead Reach<sup>1</sup></i> | Seldom               | <i>Hand Control<sup>1</sup></i>             | Occasional           |
| <i>Forward Reach<sup>1</sup></i>  | Occasional           | <i>Foot Control<sup>1</sup></i>             | Seldom               |
| <i>Stoop</i>                      | Not Required         | <i>Simple Grasp<sup>1</sup></i>             | Frequent             |
| <i>Squat (Unloaded)</i>           | Not Required         | <i>Firm Grasp<sup>1</sup></i>               | Occasional           |
| <i>Forward Bend<sup>1</sup></i>   | Frequent             | <i>Fine Manipulation<sup>1</sup></i>        | Frequent             |
| <i>Twist<sup>1</sup></i>          | Occasional           | <i>Eye/Hand Coordination<sup>1</sup></i>    | Frequent             |
| <i>Turn<sup>1</sup></i>           | Occasional           | <i>Hand/Foot Coordination</i>               | Not Required         |
| <i>Kneel<sup>1</sup></i>          | Seldom               | <i>Cervical (neck) Movement<sup>1</sup></i> | Frequent             |
| <i>Crawl</i>                      | Not Required         |                                             |                      |

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*  
 Preparer Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Title

  
 Contact Person \_\_\_\_\_ Date: \_\_\_\_\_  
 Bridget Rainey MA  
 Contact Person Title

*An Halliday, RN*  
 Contact Person \_\_\_\_\_ Date: 1.23.18  
 An Halliday, RN  
 Contact Person Title

LA/gm