



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Occupational Therapist
Classification:	I, II, III
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2008; May 2015
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 **Occupational Therapist** designs and administers therapy treatments in a variety of settings. Plans and performs occupational specialized therapy for hand rehabilitation and/or works with children and adults with long term physical disabilities, under medical direction. The children classification requires pediatric case management with multiple agencies, and specialized knowledge in pediatric care and legislation.

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 (Examples):

- | | |
|--|---|
| 1. Adaptive furniture (Benches, Chair). | 19. Paraffin. |
| 2. ADL equipment (DME and adaptive equipment). | 20. Platform swing. |
| 3. Balance board. | 21. Power wheelchair (training only). |
| 4. Bolster swing. | 22. Refrigerator, microwave, stove. |
| 5. Bolsters. | 23. Rolling stool. |
| 6. Dynamometer. | 24. Scooter board. |
| 7. Elastic band. | 25. Sensory testing tools. |
| 8. Equipment cabinets, boxes. | 26. Splint pan. |
| 9. Exercise mat. | 27. Splinting materials (aquaplast, padding, strapping, scissor). |
| 10. Fine motor manipulatives. | 28. Stop watch. |
| 11. Free weights. | 29. Suspended ball. |
| 12. Goniometer. | 30. Table mat, floor mat. |
| 13. Hand-driven tricycle. | 31. Tape measure. |
| 14. Heat gun. | 32. Therapy balls. |
| 15. Hot/Cold packs. | 33. Therapy putty. |
| 16. Hoyer Lift and Slings. | 34. Transfer Belt. |
| 17. Miscellaneous ADL equipment | 35. Weight well. |
| 18. Miscellaneous hand rehabilitation table equipment. | |

*All employees within the **Occupational Therapist I, II, & III** 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 **Occupational Therapist I, II, & III** 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.....	Seldom
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): Heat gun, glue	Seldom
5.	Driving:	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>	Seldom
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; hand washing</i>	Occasional
15.	Working proximity:..... Alone: Closely with others:	Seldom Continuous
16.	Working inside:.....	Continuous
17.	Working outside:.....	Seldom

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	Maximum Force: 35 Pounds
11-25 pounds:	Occasional	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	

Assistive Devices: Wheelchair, walker, 4-wheeled cart/chair. Additionally, one person assistance is available with forces greater than 35 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting moving and/or transporting patients, equipment and supplies (e.g. mobile equipment). The employee exerts up to 35 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 30+ feet when performing job tasks (e.g. travel with patient in wheelchair, mobile desktop, bolster, hoist lift; mobile cabinet, cart; door, drawer, file).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: 35 Pounds
11-25 pounds:	Occasional	
26-35 pounds:	Seldom	
76-100 pounds:	Not Required	

Assistive Devices: Wheelchair, walker, 4-wheeled cart/chair. Additionally one person assistance is available with forces greater than 35 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting moving and/or transporting patients, equipment and supplies (e.g. mobile equipment). The employee exerts up to 35+ 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. patient in wheelchair, mobile desktop, bolster, hoist lift; mobile cabinet, cart; door, drawer, file). *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	
76-100 pounds:	Not Required	Maximum Force: 40 Pounds

Assistive Devices: Patient-lift. Additionally, 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 patients, equipment and supplies (e.g. infant, child, adult, miscellaneous therapy exercise and training equipment; toys, activity trays). The employee lifts items weighing between less than 1 pound and 40 pounds from/to the floor when performing job tasks (e.g. up to 150+ pound patient with assistance from/to chair/floor/mat; wheelchair and/or components; miscellaneous therapy equipment, floor mats, bolster; miscellaneous activity of daily living equipment; chair, bench, adaptive furniture, weighted bean bags; free weights). Variable to lifting from/to the floor height is the availability of the elevating mat table from 18 inches in height. *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:	Occasional	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
76-100 pounds:	Not Required	Maximum Force: 40 Pounds

Assistive Devices: 4-wheeled cart/chair. 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 patients, equipment and supplies (e.g. infant, child, young adult, miscellaneous exercise and training equipment, toys, activity trays). The employee lifts items weighing between less than 1 pound and 40 pounds when performing job tasks (e.g. up to 150+ pound patient with assistance from/to chair/exercise/mat; floor mats, bolster; miscellaneous activity of daily living exercise components; chair, bench, adaptive furniture, weighted bean bags; range of motion of extremity).

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

Assistive Devices: 4-wheeled cart/chair. Additionally, one person assistance is available with weights greater than 25 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, moving and/or transporting patient, equipment and supplies (e.g. therapy equipment, furniture). The employee carries items weighing between less than 1 pound and 25 pounds between 5 feet and 30+ feet when performing job tasks (e.g. lift up to one end of mat or bolster and drag; miscellaneous activity trays, miscellaneous wheelchair part; adaptive furniture; miscellaneous exercise and training equipment; assistance during gait training). *Variable to carrying equipment may be lifting one end and dragging equipment.*

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:** 10 Pounds

Assistive Devices: A vertical ladder/step ladder/or step stool is available to bring items to eye or shoulder level. Additionally, one person 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 and supplies (e.g. miscellaneous patient treatment items). The employee lifts items weighing between less than 1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. up to 84 inches in height for bolster, fine manipulation devices, exercise balls, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous stored therapy items). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Occasional

Comments: Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. search up to 84 inches in height for bolster, fine manipulation devices, exercise balls, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous stored therapy 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

Forward reach is performed to a maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, sensory testing, developmental activities, fabrication of hand splints, range of motion; exercise; mobility device application; mat exercises and training; desktop work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Occasional

Stooping is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. patient therapy; activity of daily living training; power mobility training, durable medical equipment evaluation, sensory testing, developmental activities). *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 and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, sensory testing, developmental activities). Partial squatting is a preferred lifting posture. *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 and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, sensory testing, developmental activities, fabrication of hand splints, range of motion exercise; mat exercises and training). Treatment mats, tables, chair and equipment are on or near floor height. 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 and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, home evaluation, sensory testing, developmental activities; mat exercises and training; worksite observation; 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 equipment and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, sensory testing, developmental activities, fabrication of hand splints; worksite observation).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. patient therapy; activity of daily living training, power mobility training, durable medical equipment evaluation, sensory testing, developmental activities; mat exercises and training). Treatment mats, tables, chair and equipment are on or near floor height. *Kneeling may be minimized or avoided by substituting alternate positions of bending, sitting, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Crawling is performed when retrieving, returning, adjusting (e.g. teaching head and/or trunk control, sitting balance, gross/fine motor skills, range of motion, repositioning, evaluation; mat exercises and training). *Variable to crawling is walking on both knees when repositioning themselves on treatment mats.*

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Stair climb is required in order to go to/from the training stair during activity of daily living and gross motor training. Maximum number of up to 8 steps is climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

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 patient, equipment and supplies (e.g. travel to/from treatment sites, classroom, school yard; manual or power chair training; off-site therapy unit; conference room, home visit; manual or power chair training). 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 60-minute intervals for patient care (e.g. evaluation, therapy treatment; feeding; medical record documentation; telephone consultation; fine motor evaluation and treatment; splint fabrication; family education; desktop work; meetings).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals for patient care (e.g. patient transfer to/from chair equipment; monitoring and training with equipment usage; activity of daily living training; observation of patient; mobility training; splint fabrication; clinic setting; worksite observation; evaluation and treatment; activity of daily living training; monitor exercise equipment usage; power mobility chair instruction; meetings with collaborating agencies and/or colleagues).

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, wheelchair) when performing job tasks (e.g. wheelchair control lever; hoist lift; miscellaneous mobility devices; drive vehicle). Foot controls are utilized to operate equipment (e.g. vehicle; mobility device brake).

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 patient, equipment, controls and supplies (e.g. evaluation, provide therapy treatment, training and education; range of motion exercise; modality and therapeutic procedure application; desktop work).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; splint fabrication; exercise; patient contact).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; stabilize patient, operate exercise equipment; release/tie-down pulley from stored equipment; operate hoist lift/treatment table; wheelchair controls; patient contact).

Fine manipulation is utilized to perform job tasks (e.g. sensory and motor stimulation and exercise; handwrite, page turn, keyboard; mouse; splint fabrication; exercise demonstration).

Eye/hand coordination is utilized to perform job tasks (e.g. stabilize patient; sensory and motor stimulation; handwrite, page turn, keyboard; mouse; splint fabrication; exercise demonstration; 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:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. provide patient treatment, medical documentation; exercise training and education; worksite supervision; drive vehicle; splint fabrication; functional training and evaluation; modality and therapeutic procedure application; desktop work; interview, evaluation; meetings with collaborating agencies and/or colleagues). *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:

OCCUPATIONAL THERAPIST

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	35 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	35 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	40 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	40 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	25 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	10 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>	Occasional	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Frequent	<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>Kneel¹</i>	Occasional	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Seldom		

¹ The critical demands of the job.

Lyle Andersen, PT

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

Contact Person
Title

Date: _____

Sue Herzog

Contact Person
Title

Date: 7-14-15

Pam Forrette

Contact Person
Title

Date: 7-14-15

HR Manager
LA/ga

Clinic Manager