



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Pharmacy Tech
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	October 2008
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (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.

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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 Pharmacy Technician assists registered pharmacists in performing nonprofessional duties in an institutional pharmacy and receives, inspects, stores and fills orders for pharmaceutical supplies.

**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. Cash register       | 6. POS machine (card swipe type) |
| 2. Computer            | 7. Printer                       |
| 3. Copy machine        | 8. Stapler                       |
| 4. Credit card machine | 9. Telephone                     |
| 5. Facsimile machine   |                                  |

*All employees within the **Pharmacy Technician** 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 **Pharmacy Technician** 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:..... <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 Required
9.	Exposure to slippery or uneven walking surfaces:.....	Not Applicable
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>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Not Applicable Continuous
16.	Working inside:.....	Continuous
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>Maximum Force: 15 Pounds</b>
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	

**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 5+ 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

<b>0-10 pounds:</b>	Occasional	<b>Maximum Force: 15 Pounds</b>
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	

**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. 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 200 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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: <u>15</u> Pounds</b>	

**Assistive Devices:** One person assistance is available with weights greater than 15 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. inventory). The employee lifts items weighing between <1 pound and 15 pounds when performing job tasks (e.g. lift miscellaneous cases of bottles, caps, medication; miscellaneous documents, files).

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: <u>15</u> Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 15 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, product, merchandise, and supplies (e.g. inventory). The employee lifts items weighing between <1 pound and 15 pounds when performing job tasks (e.g. lift miscellaneous cases of bottles, caps, medication; miscellaneous documents, files; customer service; assisting pharmacist with filling prescriptions weighing less than 1 pound). *Specific work tasks may require up to frequent handling bags of filled prescriptions.*

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Frequent
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: <u>15</u> Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 15 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, product, merchandise, and supplies (e.g. inventory). The employee carries items weighing between <1 pound and 15 pounds between 5 feet and 200 feet when performing job tasks (e.g. carry miscellaneous cases of bottles, caps, medication; miscellaneous clinic inventory; miscellaneous documents, files; customer service). *Specific work tasks may require up to frequent handling bags of filled prescriptions.*

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

<b>0-10 pounds:</b>	Occasional		
<b>76-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>5</u> 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 5 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. stored medication inventory). The employee lifts items weighing between <1 pound and 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. lift up to 5-pound containers of medication). *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 72 inches when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment and supplies (e.g. reach for miscellaneous medication, 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:** Continuous

**Comments:** Forward reach is performed to a distance of 28 inches when retrieving, returning, storing, moving, and/or transporting product, equipment and supplies (e.g. reach lateral or forward for inventory; customer service at counter; labeling medications; open/close doors, files, cabinets; operate business machines; assisting pharmacist with filling prescriptions). *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, merchandise, and supplies (e.g. stoop to reach below waist height to maintain stored inventory of medication, labels, containers, vials). *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, half 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, stooping, 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, storing, adjusting, moving, and/or transporting product, equipment, merchandise, and supplies (e.g. bend to reach near or far below waist height to stored inventory of medication, labels, containers, vials, bags). Maximum forward trunk flexion required is 45 degrees. *Employee may 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 product, equipment, merchandise, and supplies (e.g. twist to reach stored inventory of medication, labels, containers, vials; data entry; operating business machines; customer service at counter window). *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, merchandise, and supplies (e.g. turn to reach stored inventory of medication, labels, containers, vials).

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:** Not Required

*Comments:* Stair climb is not required in order to perform job tasks.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

*Comments:* Ladder climbing is not required to perform job duties. *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 product, equipment and supplies (e.g. walk for customer service; prescription documentation and management; operate business machines; maintain inventory). Walking length varies between 3 feet and 100+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Not Required

*Comments:* Sitting is not performed when performing job tasks.

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

**MAXIMUM  
FREQUENCY:** Frequent

*Comments:* Static standing is performed for a maximum of 120-minute intervals when performing job tasks (e.g. stand for customer service; prescription documentation and management; operate business machines; maintain inventory).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Continuous

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

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Not Required
<b>Left:</b>	Not Required
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Not Required
<b>Left:</b>	Not Required
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

*Comments:* Hand controls are not utilized to operate equipment. Foot controls are not utilized to operate equipment.

23.) **UPPER AND LOWER EXTREMITY COORDINATION:**

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Seldom
<b>Fine Manipulation:</b>	Continuous
<b>Eye/Hand Coordination:</b>	Continuous
<b>Hand/Foot Coordination:</b>	Not Required

*Comments:* Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting product, equipment, controls and supplies (e.g. counter top work; managing prescription inventory; customer service).

**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. lift and handle objects weighing 5 pounds or greater).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse; handwriting; filing; stock and face inventory; money changing; operate business machines; count medication; label medication container).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse; handwriting; filing; stock and face inventory; price code labeling; money changing; operate business machines; count medication; label medication container).

**Hand/foot coordination** is not utilized 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>	Occasional
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Occasional

*Comments:* Neck movement is required when performing job tasks (e.g. counter top work; keyboard; managing prescription inventory; customer service). *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:

### PHARMACY TECHNICIAN

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	15 pounds	<i>Stair Climb</i> <sup>1</sup>	Not Required
<i>Pull (Force)</i> <sup>1</sup>	15 pounds	<i>Ladder Climb</i> <sup>1</sup>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	15 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	15 pounds	<i>Sit</i> <sup>1</sup>	Not Required
<i>Weight Carry</i> <sup>1</sup>	15 pounds	<i>Stand (Static)</i> <sup>1</sup>	Frequent
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance</i> <sup>1</sup>	Continuous
<i>Overhead Reach</i> <sup>1</sup>	Occasional	<i>Hand Control</i> <sup>1</sup>	Not Required
<i>Forward Reach</i> <sup>1</sup>	Continuous	<i>Foot Control</i> <sup>1</sup>	Not Required
<i>Stoop</i> <sup>1</sup>	Seldom	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i> <sup>1</sup>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Frequent	<i>Fine Manipulation</i> <sup>1</sup>	Continuous
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Continuous
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i> <sup>1</sup>	Not Required
<i>Kneel</i> <sup>1</sup>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

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

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

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 Contact Person  
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