

# Job Task Analysis

**Employer: Stanislaus County** 

**Occupation:** Physical Therapist

Classification: I, II, III

Company Contact: Risk Management

1010 10<sup>th</sup> 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

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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 **Physical Therapist I, II, III** designs and administers physical therapy patient treatments in a variety of settings.

**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

<u>Safety Requirements</u>: 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. Balance board
- 2. Balance swing
- 3. Balls
- 4. Bike
- 5. Bolster
- 6. Elastic bands
- 7. Electrical stimulator
- 8. Ergonomic bike
- 9. Exercise machines
- 10. Exercise mat
- 11. Exercise Mat
- 12. Free weights
- 13. Gait Belt
- 14. Gait trainer
- 15. Goniometer
- 16. Hot/Cold packs
- 17. Miscellaneous ADL equipment

- 18. Miscellaneous toys
- 19. Muscle stimulator
- 20. Parafin
- 21. Parallel bars
- 22. Rock wall
- 23. Scooter
- 24. Stairs
- 25. TENS
- 26. Therapy exercise ball
- 27. Treadmill
- 28. Treatment table
- 29. Ultrasound
- 30. Walker
- 31. Walking belt
- 32. Wheelchair
- 33. Whirlpool

All employees within the **Physical 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 **Physical 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:  Treadmill, traffic	Occasional
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:	Occasional
6.	Exposure to excessive noise:  Hearing protection is available	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:  *Refer to MSDS document.*	Seldom
9.	Exposure to slippery or uneven walking surfaces:  Undeveloped ground during home visit	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:  Hand protection is available, hand washing aquatic therapy	Occasional
15.	Working proximity:	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

FREQUENCY DEFINITIONS	<u>SELDOM</u>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>CONSTANT</b>
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

0-25 pounds: Occasional26-35 pounds: Seldom

**36-100 pounds:** Not Required **Maximum Force:** <u>35</u> Pounds

Assistive Devices: Wheelchair, 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. push patient in standing frame, wheelchair, bolster, hoyer lift, mobile cabinet; bicycle, scooter; assist with patient transfers to/from chair/mat/table or floor; joint and soft tissue mobilization; manual resistive exercise; door, drawer, file, cabinet).

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

#### MAXIMUM REQUIREMENT

**0-25 pounds:** Occasional **26-35 pounds:** Seldom

**36-100 pounds:** Not Required **Maximum Force:** <u>35</u> Pounds

**Assistive Devices:** Wheelchair, 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 patient, 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. pull patients in standing frame, wheelchair, bolster, hoyer lift, mobile cabinet; bicycle, scooter; assisting with patient transfers to/from chair/mat/table or floor; joint and soft tissue mobilization; manual resistive exercise; door, drawer, file cabinet). 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: Occasional11-25 pounds: Seldom26-35 pounds: Seldom36-50 pounds: Seldom

51-100 pounds: Not Required Maximum Force: 40 Pounds

Assistive Devices: Lifting device. 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 patient, equipment and supplies (e.g. infant, child, 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. assist up to 150+ pound patient from/to chair/floor/mat; wheelchair components; miscellaneous therapy equipment; floor mat, bolster, miscellaneous activity of daily living equipment; chair, bench, adaptive furniture, weighted bean bag). Variable to lifting from/to the floor height is the availability of the elevating mat table from 18 inches in height.

## 4.) <u>LEVEL LIFT</u>: 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: Frequent11-25 pounds: Occasional26-35 pounds: Seldom36-50 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 level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting patient, equipment and supplies (e.g. infant, child, 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. assist up to 150+ pound patient from/to chair/mat; wheelchair components; miscellaneous therapy equipment; floor mat, bolster; miscellaneous activity of daily living equipment; chair, bench, adaptive furniture, weighted bean bag; assist patients with transfer and gait training; lift individual patient extremity; miscellaneous exercise devices; lift patient extremity for range of motion procedure; weights).

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

MAXIMUM REQUIREMENT

0-10 pounds: Frequent11-25 pounds: Occasional26-35 pounds: Seldom36-50 pounds: Seldom

**51-100 pounds:** Not Required **Maximum Force: 40** Pounds

**Assistive Devices:** 4-wheeled cart/chair. Additionally, one person assistance is available with weights greater than 40 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 40 pounds between 5 feet and 100+ feet when performing job tasks (e.g. carry or lift one end of mat or bolster and drag; miscellaneous activity bins, miscellaneous wheelchair part; adaptive furniture; exercise and/or evaluation paraphernalia; gait training assistance; free weights). 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:** Seldom

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 72 inches in height for miscellaneous storage, fine manipulation devices, balls, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous exercise devices). 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, storing, adjusting, moving, transporting and/or equipment and supplies (e.g. search up to 72 inches in height for stored bolster, fine manipulation devices, balls, towels, wheelchair cushions; overhead sensory motor swings, rolls, rope ladder; miscellaneous exercise devices). 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 of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting patient, equipment and supplies (e.g. assist, stabilize patients during therapy; activity of daily living training, manual and/or power mobility training; durable medical equipment evaluation; sensory testing; developmental training; range of motion procedure; evaluation; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; desktop work; manual resistive exercise; soft tissue mobilization; joint mobilization; goniometer measurement; demonstrate exercise; modality application). 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. assist, stabilize patients during therapy; activity of daily living training, manual and/or power mobility training; durable medical equipment evaluation; sensory testing; developmental training; range of motion procedure; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning). 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.) SOUAT: (Unloaded)

**MAXIMUM** 

FREQUENCY: Seldom

Squatting is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. assist, stabilize patients during therapy; activity of daily living training; manual and/or power mobility training; durable medical equipment evaluation; sensory testing; developmental training; balance and coordination exercises; housekeeping; therapeutic positioning). 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: Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting patient, equipment and supplies (e.g. assist, stabilize patients during therapy; activity of daily living training, manual and/or power mobility training; durable medical equipment evaluation; home evaluation; sensory testing; developmental training; range of motion procedure; evaluation and/or exercise; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; manual resistive exercise; soft tissue mobilization; joint mobilization; goniometer measurement). 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, half kneeling, stooping, sitting or squatting.

#### 12.) **TWIST**:

MAXIMUM FREQUENCY: Occasional

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, and/or moving, equipment and supplies (e.g. assist, stabilize patients during therapy; activity of daily living training; manual and/or power mobility training; durable medical equipment evaluation; sensory testing; developmental training; range of motion procedure; evaluation and/or exercise; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; worksite observation). 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 and/or moving, equipment and supplies (e.g. assist, stabilize patients during therapy; activity of daily living training; manual and/or power mobility training; durable medical equipment evaluation; sensory testing; developmental training; range of motion; evaluation and/or exercise; patient transfer; gait training; balance and coordination exercises; housekeeping; therapeutic positioning; worksite observation).

#### 14.) **KNEEL**:

MAXIMUM FREQUENCY: Occasional

**Comments:** Kneeling is performed when performing job tasks (e.g. assist, stabilize, hold patients during therapy; activity of daily living training; durable medical equipment evaluation; exercise, developmental activities). Treatment mat, table, and equipment are on or near floor height. *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.* 

#### 15.) **CRAWL**:

MAXIMUM FREQUENCY: Seldom

**Comments:** Crawling is performed when performing job tasks (e.g. mat exercises teaching head and/or trunk control, sitting balance; gross/fine motor skill exercise; positioning; evaluation). Variable to crawling is walking on both knees only when repositioning oneself on treatment mats.

#### 16.) **STAIR CLIMB**:

MAXIMUM FREQUENCY: Seldom

*Comments:* Stair climb is required when performing job task (e.g. activity of daily living; balance and gross motor training; evaluation and/or demonstration).

#### 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 patient, equipment and supplies (e.g. travel to/from treatment sites; gait training; meetings; monitor worksite). 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 60-minute intervals when performing job tasks (e.g. therapy evaluation, instruction, interview and/or treatment; medical record documentation; telephone consultation; gross and fine motor evaluation and treatment; patient education; desktop work; drive vehicle).

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

**MAXIMUM** 

FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when treating patients (e.g. patient evaluation and instruction; patient gross motor activity, monitoring and training with mobility devices; activity of daily living training; observation of patient; mobility and gait training; treatment table patient care; balance exercise; modality application).

#### 21.) **BALANCE**:

**MAXIMUM** 

FREQUENCY: Frequent

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

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

#### MAXIMUM REQUIREMENT

HAND:

Right: Occasional
Left: Occasional
Both: Occasional
Either: Occasional

FOOT:

Right: Occasional
Left: Seldom
Both: Not Required
Either: Not Required

**Comments:** Hand controls are utilized to operate equipment (e.g. treatment table, wheelchair; vehicle) when providing patient care (e.g. drive vehicle; mobility device; wheelchair control lever; hoyer lift; ultrasound application; miscellaneous mobility control devices). Foot controls are utilized to operate equipment (e.g. vehicle).

#### 23.) <u>UPPER AND LOWER EXTREMITY COORDINATION:</u>

#### **MAXIMUM REQUIREMENT**

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. provide therapy treatments, training and education). **Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; patient evaluation; manual exercises; gait and transfer training; manual therapy; modality treatment; manual resistive exercise; soft tissue mobilization; joint mobilization; goniometer measurement; modality application).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; stabilize patient; operate exercise equipment; operate manual therapy treatment table; balance and coordination exercises; gait training; patient transfer; manual resistive exercise; soft tissue mobilization; joint mobilization; range of motion procedure.

**Fine manipulation** is utilized to perform job tasks (e.g. sensory and motor stimulation and exercise; page turn, mouse/keyboard, handwrite, goniometer measurement).

**Eye/hand coordination** is utilized to perform job tasks (e.g. sensory and motor stimulation and exercise; page turn, mouse/keyboard, handwrite; gait and transfer training; manual therapy; modality treatment; stabilize patient, operate exercise equipment; operate manual therapy treatment table; wheelchair controls; balance and coordination exercises; patient transfers; goniometer measurement).

**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:**

**MAXIMUM REQUIREMENT** 

**Static Neutral Position:** Frequent

Flexing: Frequent
Rotating: Frequent
Extending: Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. patient treatment; training and education; monitor patient and worksite; desktop work; drive vehicle). Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.



## Stanislaus County

### JOB TASK ANALYSIS SUMMARY

FREQUENCY DEFINITIONS	SELDOM	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day Material Handling	1-2%	3-33%	34-66%	67-100%
	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:

PHYSICAL THERAPIST I, II, III							
Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements				
Push (Force) <sup>1</sup>	35 pounds	Stair Climb <sup>1</sup>	Seldom				
Pull (Force) 1	35 pounds	Ladder Climb	Not Required				
Stand Up Lift <sup>1</sup>	40 pounds	Walk	Frequent				
Level Lift <sup>1</sup>	40 pounds	Sit <sup>1</sup>	Occasional				
Weight Carry	40 pounds	Stand (Static) 1	Occasional				
Overhead Lift/Pull Down	10 pounds	Balance	Frequent				
Overhead Reach <sup>1</sup>	Seldom	Hand Control <sup>1</sup>	Occasional				
Forward Reach	Frequent	Foot Control	Occasional				
Stoop <sup>1</sup>	Occasional	Simple Grasp <sup>1</sup>	Frequent				
<b>Squat</b> (Unloaded)	Seldom	Firm Grasp	Occasional				
Forward Bend <sup>t</sup>	Occasional	Fine Manipulation	Frequent				
Twist	Occasional	Eye/Hand Coordination <sup>1</sup>	Frequent				
Turn <sup>1</sup>	Occasional	Hand/Foot Coordination	Occasional				
Kneel <sup>1</sup>	Occasional	Cervical (neck) Movement	Frequent				
Crawl  The critical demands of the job.	Seldom						
Lyle andersen	J, PT						
Lyle Andersen, PT, CWCE Preparer Signature	Date:	Contact Person Title					
Sue Herrog Conlact Person Title Wanager	Date: <u>7-14-15                                  </u>	ili ladeaux Date: 7. Contact Person Title  Ledical Therapy Unit	-14-15 <sup>2</sup> Manager				
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Prepared by Andersen Physical Therapy, Inc.