



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Public Health Nurse
<b>Classification:</b>	I, II, III
<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 Public Health Nurse is assigned to one of a variety of specialized areas including senior health, communicable disease, community health and child health.

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

<http://www.stancounty.com/personnel/PDF/JobSpecifications.pdf>

**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. 2-wheel luggage cart | 15. Notebook/tablet/desktop computer       |
| 2. 4-wheel cart         | 16. Phone/Cell phone                       |
| 3. Audiometer           | 17. Portable scale                         |
| 4. Awning               | 18. Power Point Projector                  |
| 5. Blood pressure cuff  | 19. Printer                                |
| 6. Calculator           | 20. Scale                                  |
| 7. Computer/Laptop      | 21. Stapler                                |
| 8. Copy machine         | 22. Syringe                                |
| 9. Copy machine         | 23. Television                             |
| 10. Easel               | 24. Television Cart                        |
| 11. Facsimile           | 25. Television/Video Cassette Recorder/DVD |
| 12. Facsimile machine   | 26. Thermometer                            |
| 13. Folding Table/Chair | 27. Vehicle                                |
| 14. Laminator           |  |

*All employees within the **Public Health Nurse 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 **Public Health Nurse I, II, III** position.*



## 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>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>25</u> Pounds</b>

**Assistive Devices:** 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 25 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. push up to 25 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>11-25 pounds:</b>	Seldom		
<b>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>25</u> Pounds</b>

**Assistive Devices:** 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 25 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. pull up to 25 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>	Seldom
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force:</b> <u>20</u> Pounds	

**Assistive Devices:** One person assistance is available with weights greater than 20 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. container). The employee lifts items weighing between <1 pound and 20 pounds when performing job tasks (e.g. lift up to 20-pound 2-wheeled cart in/out of vehicle trunk; individual folding table/chair; boxed or handful of miscellaneous documents/brochures/booklets). *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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force:</b> <u>20</u> Pounds	

**Assistive Devices:** 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 20 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. container, documents). The employee lifts items weighing between <1 pound and 20 pounds when performing job tasks (e.g. lift up to 20-pound 2-wheeled cart; miscellaneous certification, eligibility and educational material; lift stacking chair; open/close folding conference chair/table; weigh infant; boxed or handful of miscellaneous documents/brochures/booklets).

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>	Occasional
<b>11-100 pounds:</b>	Not Required
<b>Maximum Force:</b> <u>10</u> Pounds	

**Assistive Devices:** 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 10 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents). The employee carries items weighing between <1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. carry miscellaneous certification, eligibility and educational material).

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.

**Comments:** Overhead lift/pull down is required to perform job tasks (e.g. reach for documents, brochures, booklets from/to up to 72 inches). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

**MAXIMUM  
 FREQUENCY:** Seldom

**Comments:** Overhead reach is required to perform job tasks (e.g. reach for miscellaneous printed material; handwritten on a wall mounted dry erase board). *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 distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. reach lateral or forward for desktop work; presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach programs; drive vehicle). *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 equipment and supplies (e.g. stoop to reach below waist height for presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach programs). *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 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 equipment and supplies (e.g. bend to reach near or far below waist height for presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program). 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:** Seldom

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. twist to reach for presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program; drive vehicle). *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:** Seldom

**Comments:** Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. turn to reach for presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program).

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:** Seldom

**Comments:** Stair climb is required in order to go to/from the steps and stairs at private home, apartment and commercial business. Maximum number of 24 steps may be climbed.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Ladder climbing is required to perform job tasks (e.g. climb 1-step step stool). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. walk to/from parking lot/office, collaborating agency and/or colleague; health faire; office presentation site). Walking length varies between <1 feet and 600+ feet depending on job task. *Specific work tasks may require up to frequent standing and/or walking.*

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Frequent

*Comments:* Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; meetings and presentations; driving vehicle).

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

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. stand for presentation demonstration for nutritional education).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Frequent

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



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

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

**Comments:** Hand controls are utilized to operate equipment (e.g. vehicle) when traveling off-site (e.g. drive vehicle; open/close door). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>Simple Grasp:</b>	Occasional
<b>Firm Grasp:</b>	Seldom
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Occasional

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. desktop work; presentation and demonstration for nutritional education; operate health faire and outreach programs; drive vehicle).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; blood pressure cuff).

**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, telephone key pad; handwritten, page turn; sort, file; finger stick blood test).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse, telephone key pad; handwritten, page turn; sort, file; drive vehicle; finger stick blood test).

**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:**

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Frequent
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Not Required

*Comments:* Neck movement is required when performing job tasks (e.g. desktop work; customer education and presentations; 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.*

{End of Report}



# Stanislaus County

## JOB TASK ANALYSIS SUMMARY

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

### PUBLIC HEALTH NURSE I, II, III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	25 pounds	<i>Stair Climb</i> <sup>1</sup>	Seldom
<i>Pull (Force)</i> <sup>1</sup>	25 pounds	<i>Ladder Climb</i>	Seldom
<i>Stand Up Lift</i> <sup>1</sup>	20 pounds	<i>Walk</i> <sup>1</sup>	Occasional
<i>Level Lift</i> <sup>1</sup>	20 pounds	<i>Sit</i> <sup>1</sup>	Frequent
<i>Weight Carry</i> <sup>1</sup>	10 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> <sup>1</sup>	Frequent
<i>Overhead Reach</i> <sup>1</sup>	Seldom	<i>Hand Control</i> <sup>1</sup>	Occasional
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Occasional
<i>Stoop</i> <sup>1</sup>	Seldom	<i>Simple Grasp</i> <sup>1</sup>	Occasional
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Occasional	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Seldom	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i> <sup>1</sup>	Seldom	<i>Hand/Foot Coordination</i> <sup>1</sup>	Occasional
<i>Kneel</i>	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

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

\_\_\_\_\_  
Date: \_\_\_\_\_  
Contact Person  
Title

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