



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Public Health Nutritionist I, II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	September 2014
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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 **Public Health Nutritionist I**, plans, develops, implements, provides and evaluates nutrition activities for the general public, and in particular for low-income, pregnant and breast-feeding women, infants and children under the age of five who are classified as a nutritional or medical risk. This position is subject to overtime, standby, and callback assignments. Performs related duties as assigned. The **Public Health Nutritionist II**, in addition to the stated duties above is the journey level position within this classification and performs with more independence of action within established guidelines.

SPECIFIC DUTIES: Available through the Human Resources Department.

<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. 2 or 4-Wheel Cart | 5. Mouse |
| 2. Computer | 6. Telephone |
| 3. Hand Truck | 7. Vehicle |
| 4. Keyboard | |

*All employees within the **Public Health Nutritionist** 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 Nutritionist** position.*

ENVIRONMENTAL FACTORS

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

Seldom = 1% - 2%
Occasional = 3% - 33%

Frequent = 34% - 66%
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):	Not Applicable
5.	Driving: Vehicle	Seldom
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 Applicable
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:	Seldom Constant
16.	Working inside:.....	Constant
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.*

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

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or transporting, equipment supplies (e.g. cart, door). The employee exerts up to 15 pounds of force in horizontal plane from waist to shoulder height of distance up to 100+ feet when performing job tasks (e.g. 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
76-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, and/or transporting, equipment, supplies (e.g. cart, door). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of distance up to 5 feet when performing job tasks (e.g. 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.*

MAXIMUM REQUIREMENT

0-10 pounds:	Seldom	Maximum Force: <u>20</u> Pounds
11-25 pounds:	Seldom	
26-100 pounds:	No Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 20 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 20 pounds from/to the floor when performing job tasks (e.g. up to 5-pound binder, file, document, miscellaneous boxes supplies).

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:	Occasional	Maximum Force: <u>20</u> Pounds
11-25 pounds:	Occasional	
26-100 pounds:	Not Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 20 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 20 when performing job tasks (e.g. up to 5-pound binder, file, document; laptop computer, miscellaneous boxes supplies).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: <u>20</u> Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 20 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee carries items weighing between <1 pound and 20 pounds when performing job tasks (e.g. up to 5-pound binders, file, document, laptop computer, brief case, miscellaneous boxes supplies to/from collaborating agencies and/or inter-departmental personnel); to/from parking lot.

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT****0-100 pounds:** Not Required **Maximum Force:** 0 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 not required to perform job tasks. *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. miscellaneous office and educational items stored on shelves overhead). *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 up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. desktop work; documents; drive vehicle; interview customer; operate business machine). *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 to perform 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 sitting, bending, half kneeling or kneeling. Partial squatting is a preferred lifting posture.*

11.) FORWARD BEND:**MAXIMUM
FREQUENCY:** Seldom

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting, equipment, supplies (e.g. miscellaneous items stored or filed on shelves and/or in cabinets). *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. Occasional partial forward bending may be required when performing customer interviews which involves scanning documents seated at elevated office chair.*

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 for miscellaneous items stored or filed on shelves and/or in cabinets; 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:** Seldom

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving and/or transporting, equipment and supplies (e.g. miscellaneous items stored or filed on shelves or in cabinets while standing).

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 to perform job tasks. Maximum number of 24 steps may be climbed. Elevator is available in most public buildings.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or step stool to access, equipment, and supplies (e.g. 3-step rolling 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. to/from meetings with collaborating agencies and/or colleagues; to/from customer counter). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. meetings with collaborating agencies and/or colleagues; participant counseling; desktop work; drive vehicle). *Limited driving required for meetings, shopping, participant interviews and counseling.*

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. meetings with collaborating agencies and/or colleagues; participant interviews).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Occasional

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

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

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

Comments: Hand controls are utilized to operate equipment (e.g. drive vehicle).

Foot controls are utilized to operate equipment (e.g. drive vehicle).

On a seldom basis specific staff may participate in off-site field work that requires driving.

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

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, operating, moving and/or transporting, equipment and supplies (e.g. desktop work, participant interview and counseling).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; miscellaneous office items; open/close door, file cabinet; drive vehicle; operate business machine).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse; page turn, file, sort, handwrite; operate business machine).

Eye/hand coordination is utilized to perform job tasks (e.g. handle miscellaneous office items; open door with I.D. badge, file; keyboard, mouse; page turn, sort, handwrite; operate business machine; 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:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work, interview, presentation, 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}



COMPANY

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%
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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:

POSITION

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	15 pounds	<i>Stair Climb¹</i>	Not Required
<i>Pull (Force)¹</i>	15 pounds	<i>Ladder Climb¹</i>	Seldom
<i>Stand Up Lift¹</i>	20 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	20 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	20 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Occasional
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Seldom
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Seldom
<i>Stoop¹</i>	Not Required	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)¹</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Seldom	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination¹</i>	Seldom
<i>Kneel¹</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Date: _____
 Lyle Andersen, PT, CWCE
 Preparer Signature

Ganni Roe

 Date: 11/25/14
 Contact Person
 Title DIRECTOR NUTRITION PROGRAMS

 Date: _____
 Contact Person
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 Date: _____
 Contact Person
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LA/ga