



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Staff 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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Chief Executive Office – Recruitment Unit  
P.O. Box 3404, Modesto, CA 95354

Phone (209) 525-6341 Fax (209) 525-4056

Chief Executive Office – Risk Management Division  
P.O. Box 1723, Modesto, CA 95354

Phone (209) 525-5710 Fax (209) 525-5779

**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 **Staff Nurse I** performs entry level direct and indirect nursing care to patients assigned to the outpatient services and recognizes signs and symptoms of disease entities. **The Staff Nurse II-III** is responsible to the Nurse Manager/Supervisor for providing direct and indirect nursing care of patient and recognizes signs and symptoms of disease entities.

**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 (Examples):**

- |                              |   |
|------------------------------|---|
| 1. Audiogram machine         | 11. Minor surgical equipment                |
| 2. Centrifuge                | 12. Miscellaneous blood draw equipment      |
| 3. CPR equipment             | 13. Miscellaneous general medical equipment |
| 4. Electrocardiogram machine | 14. Refrigerator                            |
| 5. Examination table         | 15. Scale – standing                        |
| 6. Glucometer                | 16. Shring                                  |
| 7. Hemacue machine           | 17. Step-stool                              |
| 8. IV pole                   | 18. Table with infant scale                 |
| 9. Medicine                  | 19. Urinalysis testing                      |
| 10. Medicine cart            | 20. Vital sign equipment                    |
|                              | 21. Wheelchair                              |

*All employees within the **Staff 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 **Staff Nurse I, II, III** 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):	Seldom
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>	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</i>	Occasional
15.	Working proximity:.....	Alone: Not Applicable Closely with others: 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>11-25 pounds:</b>	Seldom		
<b>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>25</u> Pounds</b>

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

**Comments:** Pushing is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchairs, exam table, exam table stand, portable support equipment, datascopes, electrocardiogram cart, crash cart). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance between two feet and 50 feet when performing job tasks (e.g. push 4-wheeled patient support equipment; applying cardiopulmonary resuscitation; open/close drawers/doors).

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:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

**Comments:** Pulling is utilized with activities such as adjusting, moving and/or transporting equipment and patients (e.g. wheelchairs, exam table, exam table stand, portable support equipment, datascopes, electrocardiogram cart, crash cart). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance between two feet and 50 feet when performing job tasks (e.g. pull 4-wheeled patient support equipment; open/close drawers/doors). *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: 40 Pounds</b>	

**Assistive Devices:** 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 adjusting, moving and/or transporting equipment and supplies (e.g., patients, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 40 pounds from/to the floor when performing job tasks (e.g. lift miscellaneous supplies or equipment stored on lower shelf/floor; miscellaneous housekeeping; maintain storage inventory; boxed supplies). *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>26-100 pounds:</b>	Not Required
<b>Maximum Force: 40 Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. 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 adjusting, moving and/or transporting equipment, patients and supplies (e.g. lift or position patient and/or patient extremity, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing less than 1 pound and up to 40 pounds when performing job tasks (e.g. lift up to 40+ pounds in order to assist patient out of sitting to standing position, position patient extremity for treatment or examination; misplaced supplies and articles; up to 5 pounds from lower shelves; medical documentation; vital testing equipment; lift miscellaneous supplies or equipment stored on shelf/floor; miscellaneous housekeeping; maintain storage inventory; boxed supplies; patient extremity).

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: 10 Pounds</b>	

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

**Comments:** Weight carry is utilized with activities such as moving and/or transporting equipment and supplies (e.g., linen, storage, infant,). The employee carries items weighing less than 1 pound and up to 10 pounds between 5 feet and 50 feet when performing job tasks (e.g. carry infant, up to 5-pound medical chart, miscellaneous stored supplies and/or inventory; miscellaneous medical equipment; miscellaneous housekeeping).

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

**0-10 pounds:** Seldom  
**76-100 pounds:** Not Required      **Maximum Force:** 5 Pounds

**Assistive Devices:** A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning and/or moving equipment and supplies (e.g. storage). The employee lifts items weighing less than 1 pound and up to 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous supplies on shelves up to 72 inches in height; inventory of miscellaneous stored items; light housekeeping). *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, adjusting and/or moving equipment and supplies (e.g. reach for miscellaneous items stored on overhead shelf; light housekeeping). *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 28 inches when retrieving, returning, adjusting, moving and/or transporting equipment and supplies (e.g. reach lateral or forward for medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, urine analysis, venipuncture, strep test; desktop work; light housekeeping). *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 to a maximum distance 28 inches when retrieving, returning, adjusting, moving and/or transporting equipment and supplies (e.g. stoop for medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work; light housekeeping). *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, 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, adjusting and/or utilizing equipment and supplies (e.g. bend to reach near or far below waist height for medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work). 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, adjusting and/or utilizing equipment and supplies (e.g. twist for medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desk top work). *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, adjusting and/or utilizing equipment and supplies (e.g. turn for medical documentations; miscellaneous supplies; patient vital procedures; push/pull; lift/carry; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desk top work).

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 (e.g. climb one-step step stool). Maximum number of 1 step is climbed. Elevator is available in all public buildings.

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, moving, and/or transporting equipment, and supplies (e.g. walk to/from reception/examination room, supply area, laboratory, medical record storage, office). 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 15-minute intervals when preparing documentation (e.g. desktop work; patient interview, treatment). *Specific work tasks may require up to frequent standing and/or walking.*

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

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Static standing is performed for a maximum of 15-minute intervals when performing patient care activities (e.g. stand for vital procedure, venipuncture, patient interview; laboratory testing; worksite observation; managing medical records; inventory documentation; worksite observation). *Specific work tasks may require up to frequent sitting and/or walking.*



21.) **BALANCE:**

<b>MAXIMUM FREQUENCY:</b>	Continuous
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**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>	Not Required
<b>Left:</b>	Not Required
<b>Both:</b>	Not Required
<b>Either:</b>	Occasional
<b>FOOT:</b>	
<b>Right:</b>	Not Required
<b>Left:</b>	Not Required
<b>Both:</b>	Not Required
<b>Either:</b>	Occasional

**Comments:** Hand controls are utilized to operate equipment (e.g. examination table, wheelchair, faucet, door knob) when adjusting and/or utilizing (e.g. operate wheelchair or table controls for providing positioning or transfer of patient; hand washing sink; drive vehicle; examination table). Foot controls are utilized to operate equipment (e.g. hand sink, waste basket, examination table).

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

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

**Comments:** Grasping and coordination activities are performed when adjusting and/or preparing supplies, equipment and linen (e.g. patient care, documentation, housekeeping).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; electrocardiogram; vital testing; miscellaneous medical procedures).

**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. desktop work; handwriting, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; vena puncture; patient treatments; vital testing, keyboard, page turn, sort, file; laboratory testing).

**Eye/hand coordination** is utilized to perform job tasks (e.g. desktop work; handwriting, electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; vena puncture; patient treatments; vital testing, keyboard, page turn, sort, file; laboratory testing).

**Hand/foot coordination** is not required 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>	Frequent
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Seldom

*Comments:* Neck movement is required when performing job tasks (e.g. patient observation; miscellaneous medical treatments; desktop work). *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:

### STAFF 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> <sup>1</sup>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	40 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	40 pounds	<i>Sit</i> <sup>1</sup>	Occasional
<i>Weight Carry</i> <sup>1</sup>	10 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>	Seldom	<i>Hand Control</i> <sup>1</sup>	Not Required
<i>Forward Reach</i> <sup>1</sup>	Frequent	<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>	Occasional
<i>Forward Bend</i> <sup>1</sup>	Frequent	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<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*

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 Lyle Andersen, PT, CWCE  
 Preparer Signature

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

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

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

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 Contact Person  
 Title

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

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 Contact Person  
 Title

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

LA/au