



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Supervising Public Health Nurse
Company Contact:	CEO-Recruitment Unit
Date:	May 2001

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim 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 are 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 and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; environmental factors; and physical/functional demands.

Chief Executive Office – Recruitment Unit
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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 Supervising Public Health Nurse, plans, organizes, and supervises the work of a public health nursing program. Trains new staff and provides consultation and leadership to subordinate staff as needed.

SPECIFIC DUTIES:

- 1.) Plans, schedules, assigns and evaluates the work of a unit of Public Health Nurses and support personnel engaged in the provision of service within an assigned area.
- 2.) Advises staff on the interpretations and application of department policies and public health laws and regulations.
- 3.) Addresses local groups on public health matters. Prepares records, reports, and correspondence.
- 4.) Assists in review and evaluation of budget requests and the preparation of grant and funding proposals.
- 5.) Develops special programs and represents the Public Health Department on community boards and organizations.
- 6.) Evaluates the effectiveness of current nursing policies and practices and helps formulate new policies and practices for the program.
- 7.) Keeps the program manager informed of nursing and support needs , trains new staff and assists staff with special problem cases.

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.

UNIFORM:

Not Required

EQUIPMENT:

- | | |
|----------------------|------------------------|
| 1. Keyboard | 7. Blood pressure cuff |
| 2. Mouse | 8. Thermometer |
| 3. Facsimile machine | 9. Syringe |
| 4. Calculator | 10. Vehicle |
| 5. Telephone | 11. Stapler |
| 6. Copier | 12. Hole punch |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Principles and methods of effective supervision and training.
- 2.) Methods, principles and procedures of nursing as applies in Public Health practice.
- 3.) Preventative medicine and sanitation.
- 4.) Community aspects of nursing programs including provisions for continuity of patient care, nursing services, in-school health programs and nursing care in the home including teaching.
- 5.) Preventative aspects, causes, treatment, prevention and/or early detection of communicable diseases, chronic diseases, handicapping conditions, mental illness and other disabling conditions.
- 6.) Child growth and development, and procedures involved in promoting maternal child health, and providing for health needs of children.
- 7.) Sociological, psychological, and physical problems involved in public health nursing.
- 8.) Community resources available for assistance in public health programs.
- 9.) Current trends and concepts relative to professional nursing practice.

LICENSE AND CERTIFICATES:

- 1.) Possession of a valid license as a Registered Nurse in the State of California.
- 2.) Possession of a valid certificate as a Public Health Nurse issued by the State of California.

ABILITY/QUALIFICATIONS:

- 1.) Plan, organize and supervise the work of a group of Public Health nurses and support staff.
- 2.) Analyze situations accurately and take effective action.
- 3.) Work effectively with individuals and families to assist them in satisfactory solutions of health problems.
- 4.) Establish and maintain effective working relationships with other departments, agencies, and the general public.
- 5.) Speak and write effectively, including preparation of clear and concise records and reports.
- 6.) Recognize social problems which affect health and assist in securing adjustments.
- 7.) Instruct in the prevention of disease, promotion of health and nursing care of an ill or injured person.
- 8.) Prepare and assist others in preparing specialized education programs.

EXPERIENCE/QUALIFICATIONS:

- 1.) One year of community health nursing experience.
- 2.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Supervising Public Health Nurse 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 Supervising Public Health Nurse position.

WORK HOURS:

Monday through Friday
8:00 a.m. to 5:00 p.m.

UNION:

Non-Union.

ENVIRONMENTAL FACTORS

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

Seldom = Less than 1%
Occasional = 1% - 33%

Frequent = 34% - 66%
Continuous = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery: road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity:	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving material handling and cleaning equipment:	Not Applicable
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Not Applicable
9.	Exposure to slippery or uneven walking surfaces: underdeveloped ground	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 washing	Seldom
15.	Working proximity: Alone - Closely with others -	Not Required 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.

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

Seldom = Less than 1%	Frequent = 34% - 66%
Occasional = 1% - 33%	Continuous = 67% - 100%

1) PUSH: Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Seldom
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

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 100+ feet when performing job tasks (e.g. push up to 15 pounds of force to travel with carts; open/close doors, drawers, files, cabinets).

2) PULL: Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional
11-25 Pounds:	Seldom
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

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

Comments: Pulling 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 100+ feet when performing job tasks (e.g. pull up to 15 pounds of force to travel with carts; open/close doors, drawers, files, cabinets). *Pushing is the preferred method of moving carts.*

3) STAND-UP LIFT: *Lifting from/to floor and waist height level.*

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Seldom	
11-25 Pounds:	Not Required	
26-35 Pounds:	Not Required	
36-50 Pounds:	Not Required	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 5 Pounds

Assistive Devices: One person assistance is available with weights greater than 5 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. documents, books, computer). The employee lifts items weighing between <1 pounds and 5 pounds from/to 30 inches off the floor when performing job tasks (e.g. lift up to 5-pound individual or stacked miscellaneous forms, documents, files, charts, books, miscellaneous research material; desk top equipment).

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

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Not Required	
26-35 Pounds:	Not Required	
36-50 Pounds:	Not Required	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 10 Pounds

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

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents, books, computer). The employee lifts items weighing between <1 pounds and 10 pounds up to 36 inches in height when performing job tasks (e.g. lift up to 5-pound individual or stacked miscellaneous forms, documents, files, charts, books, miscellaneous research material; desk top equipment).

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

	MAXIMUM REQUIREMENT	
0-10 Pounds:	Occasional	
11-25 Pounds:	Seldom	
26-35 Pounds:	Not Required	
36-50 Pounds:	Not Required	
51-75 Pounds:	Not Required	
76-100 Pounds:	Not Required	MAXIMUM FORCE: 10 Pounds

Assistive Devices: 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, books, computer). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 50 feet when performing job tasks (e.g. carry up to 5-pound individual or stacked miscellaneous forms, documents, files, charts, books, miscellaneous research material; desk top equipment).

6) OVERHEAD LIFT/PULL DOWN: Lifting weight from/to chest and overhead height level

MAXIMUM REQUIREMENT

0-10 Pounds:	Not Required
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 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: Not Required

Comments: Overhead reach is not required to perform job tasks. 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: Occasional

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 desk top work; driving vehicle). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9) STOOPING:

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 miscellaneous office documents, forms, books, binders, charts). 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) SQUATTING: (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) REPETITIVE BENDING:

MAXIMUM FREQUENCY: Seldom

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 miscellaneous office documents, forms, books, binders, charts). 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) TWISTING:

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 office documents, forms, books, binders, charts). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13) TURNING:

MAXIMUM FREQUENCY: Seldom

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. turn for miscellaneous office documents, forms, books, binders, charts).

14) KNEELING:

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 private residence. Maximum number of 21 steps is climbed.

17) LADDER CLIMB:

MAXIMUM FREQUENCY: Not Required

FREQUENCY:

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) WALKING:

MAXIMUM FREQUENCY: Occasional

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. walk to/from collaborating agency(ies) and/or colleagues; to/from parking lot, public offices, private residence). Walking length varies between <1 foot and 600 feet depending on job task.

19) SITTING:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120 minute intervals when performing job tasks (e.g. desk top work; meetings; interviews; driving vehicle).

20) STANDING: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15 minute intervals when performing job tasks (e.g. stand for meetings with collaborating agency(ies) and/or colleagues, customers; interviews).

21) BALANCE:

MAXIMUM FREQUENCY: Occasional

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

22) OPERATING HAND/FOOT CONTROLS:

	MAXIMUM REQUIREMENT
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle) when adjusting controls (e.g. driving vehicle). Foot controls are utilized to operate equipment (e.g. parking brake).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasping:	Occasional
Firm Grasping:	Seldom
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 equipment and supplies (e.g. desk top work; driving vehicle).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds;

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; blood pressure pump).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, thermometer, operating blood pressure pump, syringe; handwriting, page turning, sorting, filing).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, thermometer, blood pressure pump, syringe; handwriting, page turning, sorting, filing; driving vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. driving vehicle).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24) NECK RANGE OF MOTION:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Occasional
Rotating:	Occasional
Extending:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desk top work, interviews, meetings; driving 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

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of **Supervising Public Health Nurse**.

Please note the specific summary of maximum weight and frequency requirements of the definitions as follows:

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Supervising Public Health Nurse	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)¹</i>	15 pounds
<i>Pull (Force)¹</i>	15 pounds
<i>Stand Up Lift</i>	5 pounds
<i>Level Lift¹</i>	10 pounds
<i>Weight Carry¹</i>	10 pounds
<i>Overhead Lift/Pull Down</i>	0 pounds
<i>Overhead Reach</i>	Not Required
<i>Forward Reach¹</i>	Occasional
<i>Stooping</i>	Seldom
<i>Squatting (Unloaded)</i>	Not Required
<i>Repetitive Bending¹</i>	Seldom
<i>Twisting</i>	Seldom
<i>Turning</i>	Seldom
<i>Kneeling</i>	Not Required
<i>Crawl</i>	Not Required

<i>Stair Climb</i> ¹	Seldom
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¹ Essential functions required while performing the critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Supervising Public Health Nurse	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Not Required
<i>Walking</i> ¹	Occasional
<i>Sitting</i> ¹	Frequent
<i>Standing (Static)</i> ¹	Occasional
<i>Balance</i> ¹	Occasional
<i>Operation of Hand Controls</i> ¹	Occasional
<i>Operation of Foot Controls</i> ¹	Occasional
<i>Simple Grasping</i> ¹	Occasional
<i>Firm Grasping</i> ¹	Seldom
<i>Fine Manipulation</i> ¹	Frequent
<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Neck Range of Motion</i> ¹	Frequent

It is agreed that this document is correct.

Lyle Andersen, PT

_____ Date:
Lyle Andersen, PT, CWCE
Preparer Signature

[Signature] Date:
Contact Person
Title *HR Manager*

_____ Date:
Contact Person
Title
David L. Deenar Date: *8/25/04*
Contact Person
Title

¹ Essential functions required while performing the critical demands of the job.

LA/cm