



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Clerical Division Supervisor
Company Contact:	CEO-Recruitment Unit
Date:	October 2000

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
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, Clerical Division Supervisor, exercises overall supervision of a large group of specialized clerical personnel and performs related duties as assigned.

SPECIFIC DUTIES:

- 1.) Supervises, plans, coordinates and evaluates.
- 2.) Handles grievances and recommends disciplinary action where warranted for personnel assigned.
- 3.) Deals with irate citizens and handles problems subordinate clerical personnel are unable to resolve; consults and advises staff, the public, etc., regarding clerical procedures, documents, status of assignments or special projects.
- 4.) Makes requests and recommendations relating to personnel, equipment, training and supply needs on an on-going basis and in relation to the annual budget.
- 5.) Maintains statistical information on clerical workload, individual and unit performance.
- 6.) Oversees vacation scheduling and authorizes time off for assigned employees.
- 7.) Participates on interview panels and recommends appointment of all new clerical employees over whom supervision is exercised to the Division and /or Department Head.
- 8.) Provides or assures the provision of training to clerical employees on such matters as public relations, the need for confidentiality, implementation of new policies and procedures, proper utilization of forms, telephone techniques, filing and provides general orientation to new clerical staff.
- 9.) Provides training to subordinate supervisory personnel on matters relating to affirmative action, performance evaluation, discipline, fiscal matters, and on other subjects relating to the art of supervision.
- 10.) Prepares documents and correspondence; prepares written clerical policies and procedures and instructions relating to implementation of same, and analyzes and reviews existing forms and amends and/or designs existing and new forms as needed.
- 11.) Reviews the work of clerical personnel on a regular basis, examines documents for proper form sufficiency of information and conformation with specific requirements.
- 12.) Performs special duties of an administrative nature when assigned by the Division or Department Head.
- 13.) Conducts staff meetings for division.

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:

1. Not required.

EQUIPMENT:

1. Keyboard
2. Mouse
3. Monitor/hard drive
4. Printer
5. File cabinet
6. Book case
7. Copier
8. Vehicles

9. Calculator
10. Typewriter
11. Projector
12. Multi-line phone
13. Radio/Nextel cellular phone
14. Fax machine
15. Paper cutter
16. Lap Top

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

KNOWLEDGE:

- 1.) Financial and cost accounting, budgets, state reporting, principles of supervision and training experience.
- 2.) Major legal and management resources for problem-solving and special project analysis.

ABILITY/QUALIFICATIONS:

- 1.) Supervise, plan, organize, evaluate and train a large staff of clerical employees.
- 2.) Prepare correspondence and documents independently utilizing proper English and maintain records relating to position assignments.
- 3.) Analyze situations and take effective action.

EXPERIENCE/QUALIFICATIONS:

- 1.) Four (4) years of progressively responsible clerical experience, two (2) years of which must have been at a supervisory or lead level.
- 2.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Clerical Division 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 Clerical Division.

WORK HOURS:

Monday through Friday
40 hour work week

UNION:

American Federation of State, County and Municipal Employees, Local #10,

ENVIRONMENTAL FACTORS

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%

ENVIRONMENTAL FACTORS		FREQUENCY
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery: roadway traffic.	Seldom
3.	Exposure to marked changes in temperature and humidity:	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): warehouse dust.	Seldom
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:	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:	Not Applicable
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 200 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 5 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: 10 Pounds

Assistive Devices: One person assistance is available with weights greater than 10 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. files). The employee lifts items weighing between <1 pounds and 10 pounds from/to 30 inches off the floor when performing job tasks (e.g. lift up to 10-pound case files, binders).

4) LEVEL LIFT: *Lifting weight from waist height level to waist height level for a maximum 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. 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. files). The employee lifts items weighing between <1 pounds and 10 pounds up to 30 inches in height when performing job tasks (e.g. lift up to 10-pound case files, binders; loose leaf documents; miscellaneous desk top office items).

5) WEIGHT CARRY: *Carrying weight at waist height level beyond a 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: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. files). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 200 feet when performing job tasks (e.g. carry up to 10-pound case files, binders; loose leaf documents; miscellaneous desk top office items).

6) OVERHEAD LIFT/PULL DOWN:

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: 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. files). The employee lifts items weighing between <1 pounds and 10 pounds to a maximum height of 30 inches when performing job tasks (e.g. up to 10-pound case files, binders; loose leaf documents; miscellaneous desk top office items). *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 84 inches when retrieving, returning, storing, transporting equipment and supplies (e.g. reach to locate case files, binders). *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, transporting equipment and supplies (e.g. lateral or forward reach to perform desk work; case files stored on shelves; telephone; in/out basket). *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, transporting equipment and supplies (e.g. stoop to reach below waist height for case files; lower shelves, files and cabinets; miscellaneous items to/from storage in trunk or back seat of vehicle). *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: Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, transporting equipment and supplies (e.g. bend to reach near or far below waist height for case files; lower shelves, files and cabinets; miscellaneous items to/from storage in trunk or back seat of vehicle). 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, transporting equipment and supplies (e.g. twist for case files; lower shelves, files and cabinets; miscellaneous items to/from storage in trunk or back seat of vehicle). *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, transporting equipment and supplies (e.g. turn for case files; lower shelves, files and cabinets; miscellaneous items to/from storage in trunk or back seat of vehicle).

14) KNEELING:

MAXIMUM FREQUENCY: Seldom

Comments: Kneeling is performed when retrieving, returning, storing, transporting equipment and supplies (e.g. case files; lower shelves, files and cabinets). *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 may be utilized in order to go to/from the office buildings, meetings, seminars). Elevators are available. Maximum number of 120 steps may be climbed.

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) WALKING:

MAXIMUM FREQUENCY: Occasional

Comments: Walking to perform job tasks. (e.g. walk to/from county collaborating agency (ies) and colleagues work sites; supervise support staff; storage; to/from retail stores for purchasing miscellaneous office supplies). Walking length varies between 3 feet and 1000+ feet depending on job task and availability of parking.

19) SITTING:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120 minute intervals when performing job tasks (e.g. sit for meetings, desk work, seminars, interviews, training).

20) STANDING: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed when performing job tasks. (e.g. stand for work site office meetings with support staff, presentations, customer service at counter).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

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

22) OPERATING HAND/FOOT CONTROLS:

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

Comments: Hand controls are utilized to operate equipment (e.g. vehicle) when operating controls (e.g. driving vehicles). Foot controls are utilized to operate equipment (e.g. driving vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

MAXIMUM REQUIREMENT

Simple Grasping:	Frequent
Firm Grasping:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. miscellaneous office and desk items).

Simple grasping is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; open/close drawers, files, doors; driving vehicle).

Firm grasping is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; open/close drawers, files, doors; driving vehicle).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, cellular phone, 10-key, handwriting, page turning, sorting, filing, correlating, copying, faxing).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, cellular phone, 10-key, handwriting, page turning, sorting, filing, correlating, copying, faxing; 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:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desk work; filing; customer service at counter, meetings). *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 **Clerical Division Supervisor**.

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

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Clerical Division Supervisor	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)</i>	15 pounds
<i>Pull (Force)</i>	15 pounds
<i>Stand Up Lift ¹</i>	10 pounds
<i>Level Lift ¹</i>	10 pounds
<i>Weight Carry</i>	10 pounds
<i>Overhead Lift/Pull Down</i>	10 pounds
<i>Overhead Reach</i>	Seldom
<i>Forward Reach ¹</i>	Occasional
<i>Stooping</i>	Seldom
<i>Squatting (Unloaded)</i>	Not Required
<i>Repetitive Bending</i>	Occasional
<i>Twisting</i>	Seldom
<i>Turning</i>	Seldom
<i>Kneeling</i>	Not Required
<i>Crawl</i>	Not Required
<i>Stair Climb</i>	Not Required

¹ Essential functions and critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Clerical Division Supervisor	
<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>	Occasional
<i>Balance</i>	Frequent
<i>Operation of Hand Controls</i> ¹	Seldom
<i>Operation of Foot Controls</i> ¹	Seldom
<i>Simple Grasping</i> ¹	Frequent
<i>Firm Grasping</i> ¹	Occasional
<i>Fine Manipulation</i> ¹	Frequent
<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Neck Range of Motion</i>	Frequent

It is agreed that this document is correct.

Lyle Andersen Date: _____
 Lyle Andersen, PT,CWCE
 Preparer Signature

Donna Witt Date: 8/3/04
 Contact Person
 Title

_____ Date: _____
 Contact Person
 Title

David H. Alderman Date: 8/3/04
 Contact Person
 Title

¹ Essential functions and critical demands of the job.

LA/cm

**Andersen & Baim Physical Therapy
PRE-WORK SCREENING TEST VALIDATION**

CATEGORY I

Job Task Analysis (JTA): Physical and functional demands for this job task analysis were documented by Andersen & Baim Physical Therapy, Inc. The methodology for documentation consists 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 range of motion. The determination of the frequencies of functional activities are based on standards provided by the National Institute of Occupational Safety and Health (NIOSH) and the work practice guide for manual lifting (US Department of Commerce, National Technical Information Service).

CATEGORY II

Critical Demands of the Job are:

- A.
- B.
- C.

CATEGORY III

Compatibility: An actual employee participated in the Pre-Work Screening Test and agreed that the testing and critical demands of the job adequately and appropriately matched the physical requirements of the job. Employee approval statement follows:

I, _____, am currently a full-time employee for _____ performing the job title of _____. I am in complete agreement that the Pre-Work Screening Test that I participated in adequately portrays and simulates my actual job and was compatible with the maximum physical requirements that are utilized to safely perform my job as documented in the JTA.

Employee Participant Signature: _____ Date: _____

Employer Representative Name: _____ Date: _____

CATEGORY IV

Test Examiner Standardization: Examiners performing the Pre-Work Screening Test are in compliance with competency standards established by the testing center of Andersen & Baim Physical Therapy, Inc. Criteria for an examiner include:

- A. On-Site training with an Andersen & Baim physical therapy certified examiner.
- B. Quarterly on-site competency testing.
- C. Video/audio documentation of all certified examiners performing the test according to the standardized procedures found in the procedure manual.