



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Librarian
Classification:	I, II, III
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	February 2010
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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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:

Librarian I,II - Children's Librarian

- 1.) Create innovative children's programs.
- 2.) Perform story times and class visit presentations.
- 3.) Provide references and reader's advisory services to customers of all ages.
- 4.) Select children's materials based on collection needs and customer requests.
- 5.) Prepare bibliographies, reviews and book talks.
- 6.) Participate in the establishment of long-range goals, plans and objectives of the department.
- 7.) Assist customers in the use of library technologies.

Librarian I,II - Reference Librarian

- 1.) Provides reference and reader's advisory services to customers.
- 2.) Reviews book collection to determine materials needed or to select materials for repair or discard.
- 3.) Prepares bibliographies.
- 4.) Participates in the establishment of long-range goals, plans and objectives of the library.
- 5.) Responsible for updating various files and collections as assigned.
- 6.) Instructs customers in the use of library facilities.
- 7.) Assists customers in the use of library technologies.

Librarian III

- 1.) Plans and sets goals for unit.
- 2.) Supervises on both the first and secondary level.
- 3.) Participates in selection and training of new employees.
- 4.) Evaluates and disciplines subordinates.
- 5.) Organizes and assigns tasks.
- 6.) Attends department head meetings and, with other department heads, sets library policy.
- 7.) Serves as the liaison with other departments in library.
- 8.) Selects materials and reviews collection for current usefulness.
- 9.) Recommends budget for assigned department.
- 10.) Provides reference and reader's advisory services.
- 11.) Prepares and performs programs for various age levels and groups.
- 12.) Generate a strong staff commitment to public service.

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. Binders | 11. Paper cutter |
| 2. Books | 12. Pens and pencils |
| 3. Box cutter | 13. Scissors |
| 4. Cart | 14. Staple remover |
| 5. Computer keyboard/terminal/monitors | 15. Stapler |
| 6. Computer mouse | 16. Step stools |
| 7. Counter stools | 17. Tape dispenser |
| 8. Facsimile machine | 18. Telephone - desk and cell phone |
| 9. File cabinets | 19. Three hole punch |
| 10. Microfilm crank/dial | |

*All employees within the **Librarian I, II, & III** positions 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 **Librarian I, II, & III** positions.*

ENVIRONMENTAL FACTORS



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

Seldom =	1% - 2%	Frequent =	34% - 66%
Occasional =	3% - 33%	Constant =	67% - 100%

	ENVIRONMENTAL FACTORS	MAXIMUM FREQUENCY
1.	Unprotected heights: step stool, step ladder.....	Seldom
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: Goo-Gone solvent <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:.....	Not Applicable
10.	Working below ground: basement	Continuous
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:	Not Required Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Not Required

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

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

Assistive Devices: 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 200+ feet when performing job tasks (e.g. travel with cart to/from library materials and/or basement; open/close door).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

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

Assistive Devices: 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 200+ feet when performing job tasks (e.g. travel with cart to/from library materials and/or basement; open/close door). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

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

Assistive Devices: One or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving, transporting, product, inventory, controls, merchandise, supplies (e.g. library materials). The employee lifts items weighing between <1 pound and 10 pounds from/to the floor or lower shelf when performing job tasks (e.g. books, pamphlets, binders, DVD/video/audio cassette). *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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Frequent
11-100 pounds:	Not Required
Maximum Force: 10 Pounds	

Assistive Devices: Hand truck/4-wheeled cart. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving, transporting, inventory, supplies (e.g. library materials). The employee lifts items weighing between <1 pound and 10 pounds when performing job tasks (e.g. books, pamphlets, binders, DVD/video/audio cassette).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-100 pounds:	Not Required
Maximum Force: 10 Pounds	

Assistive Devices: Hand truck/4-wheeled cart. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, moving, transporting, inventory, supplies (e.g. library materials). The employee carries items weighing between <1 pound and 10 pounds between 5 feet and 200+ feet when performing job tasks (e.g. books, pamphlets, binders, DVD/video/audio cassette).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
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. 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, transporting, equipment, inventory, supplies (e.g. library materials). The employee lifts items weighing between <1 pound and 10 pounds to a maximum height of 84 inches when performing job tasks (e.g. books, binders, pamphlets, DVD/audio/video cassette). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) OVERHEAD REACH:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Overhead reach is performed to a maximum height of 84 inches when retrieving, returning, storing, adjusting, transporting, library materials, supplies (e.g. books, magazines, binders, DVD/videos, audio cassette). 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

Forward reach is performed to a maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving, transporting, library materials (e.g. desktop work; reach for books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, cabinets, cart; open/close door). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9.) STOOP:

**MAXIMUM
FREQUENCY:** Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving, transporting, library materials, (e.g. stoop to reach below waist height for books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, cabinets). 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:** Seldom

Squatting is performed when retrieving, returning, storing, adjusting, moving, transporting, library materials, (e.g. squat to reach below waist height for books, magazines, binders, videos, audio cassette, DVD, pamphlets, forms, documents, files, drawers, cabinets). Squatting may be minimized or avoided by substituting alternate positions of sitting 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, transporting, library materials, (e.g. bend to reach near or far below waist height for books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, cabinets). Maximum forward trunk flexion required is 45 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, storing, adjusting, moving, transporting, library materials, (e.g. twist for books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, cabinets). *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, storing, adjusting, moving, transporting, library materials, (e.g. books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, cabinets).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving, transporting, library materials, (e.g. books, magazines, binders, videos, audio cassettes, DVD, pamphlets, forms, documents, files, drawers, 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:** Not Required

Comments: Stair climb is not required in order to go to/from basement. Elevators are available when required. Maximum number of 21 steps may be climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Ladder climbing is required to perform job tasks (e.g. create and/or maintain bulletin board; store/retrieve book, audio cassette, video, DVD). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach. Safety ladder is available. Additionally, 2-step stool is available.*

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, library materials, customer service (e.g. inventory; security check; locating miscellaneous circulating and/or reference materials; customer assistance; push/pull carts). Walking length varies between 3 feet and 200+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing office work (e.g. desktop work; read and/or research; handwrite; read to children). *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 120-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, controls, and supplies (e.g. stand to monitor reference desk operation, locate miscellaneous circulation and/or reference materials; handle customer queries for library materials, services and/or policies). *Specific work tasks may require up to frequent sitting and/or walking.*

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Adequate 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:	Not Required
Either:	Not Required

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

23.) UPPER AND LOWER EXTREMITY COORDINATION:

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	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, transporting, library material, equipment, controls, supplies (e.g. desktop work; miscellaneous office equipment; books, pamphlets, binders, audio/visual equipment).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; binders; books; papers; miscellaneous office equipment, drawers, files; drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; binders; large books; open/close doors).

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

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, page turn, sort, file, telephone; 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:	Occasional
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work locating library materials; customer service; surveillance and supervision; drive vehicle). *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:

LIBRARIAN I, II, & III

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

¹ The critical demands of the job.

Lyle Andersen, PT

_____ Lyle Andersen, PT, CWCE Preparer Signature	Date: _____	_____ Contact Person Title	Date: _____
_____ Contact Person Title	Date: _____	_____ Contact Person Title	Date: _____

LA/au