



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Supervising Probation Officer
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2009
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, the **Supervising Probation Officer** supervises the work of a staff engaged in the investigation or supervision of juveniles and/or adults; does related work as required.

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. Ballistic vest | 11. Gloves |
| 2. Baton | 12. Hand cuffs |
| 3. Camera | 13. Hole punch |
| 4. Cellular phone | 14. Pencil sharpener |
| 5. Computer | 15. Pepper spray |
| 6. Copy machine | 16. Staple gun |
| 7. Duty bag | 17. Telephone |
| 8. Facsimile machine | 18. Television |
| 9. Field jacket | 19. Vehicle |
| 10. Firearms | 20. Video cassette recorder |

*All employees within the **Supervising Probation Officer** 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 Probation Officer** position.*

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: rooftop, fence, attic.....	Seldom
2.	Being around moving machinery: traffic.....	Frequent
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving: vehicle.....	Frequent
6.	Exposure to excessive noise: firearm..... <i>Hearing protection is available</i>	Seldom
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:.....	Seldom
11.	Unusual fatigue factors: training, foot pursuit.....	Seldom
12.	Working with explosives: firearms.....	Seldom
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance: hand washing..... <i>Hand protection is available</i>	Seldom
15.	Working proximity:.....	Alone: Seldom Closely with others: Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Occasional

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:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Seldom
Maximum Force: <u>100</u> Pounds	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100+ feet when performing job tasks (e.g. open/close door, file, drawer; cart; defensive tactics, apprehension, take-down, containment and/or arrest).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Seldom
Maximum Force: <u>100</u> Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 3 feet when performing job tasks (e.g. open/close door, files and drawer; cart; defensive tactics, apprehension, take-down, containment and/or arrest). *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:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

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 retrieving, returning, storing, adjusting, moving, and/or transporting equipment, contraband and supplies (e.g. property, office equipment). The employee lifts items weighing between <1 pound and 40 pounds when performing job tasks (e.g. up to 10-pound office documentation/files; up to 40-pound box of controlled substance, weapon, stolen property, gang paraphernalia, personal belongings; portable vehicle child seat; field attire; office documents, files and supplies; miscellaneous boxes of department presentation paraphernalia). *May collectively lift up to 200+ pound customer when supporting and/or assisting collateral agencies and/or colleagues in confrontation, defensive tactics, containment and/or arrest. 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:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: One or more person(s) assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, contraband and supplies (e.g. property, office equipment). The employee The employee lifts items weighing between <1 pound and 40 pounds when performing job tasks (e.g. up to 10-pound office documentation/files; up to 40-pound box of controlled substance, weapon, stolen property, gang paraphernalia, personal belongings; portable vehicle child seat; field attire; office documents, files and supplies; miscellaneous boxes of department presentation paraphernalia). *May collectively lift up to 200+ pound customer when supporting and/or assisting collateral agencies and/or colleagues in confrontation, defensive tactics, containment and/or arrest. Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 40 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, contraband and supplies (e.g. property, document, furniture, office equipment). The employee carries items weighing between < 1 pound and 40 pounds between 5 feet and 100 feet when performing job tasks (e.g. up to 10-pound office documentation/files; up to 40-pound box of controlled substance, weapon, stolen property, gang paraphernalia, personal belongings; portable vehicle child seat; field attire; office documents, files and supplies; miscellaneous boxes of department presentation paraphernalia). *May collectively carry up to 200+ pound customer when supporting and/or assisting collateral agencies and/or colleagues in confrontation, defensive tactics, containment and/or arrest. Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
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: 20 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 20 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, contraband and supplies (e.g. property, documents). The employee lifts items weighing between < 1 pound and 20 pounds to a maximum height of 72 inches when performing job tasks (e.g. search for controlled substances, weapons, stolen property, gang paraphernalia, graffiti utensils; documents stored on shelves up to 72 inches in height). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, contraband and supplies (e.g. overhead to search for controlled substances, weapons, stolen property, gang paraphernalia, graffiti utensils; documents). *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, supplies and/or probationers (e.g. desktop work; operate business machine; field visit check; search for controlled substances, weapons, stolen property, gang paraphernalia, graffiti utensils; weapons search, pat-downs, defensive tactics, apprehension take-down, containment and/or arrest; drive vehicle). *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 when retrieving, returning, storing, adjusting, and/or transporting equipment and supplies (e.g. supplies or documents located below waist level; evidence search for contraband, weapons; pat-down, defensive tactics). *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

Comments: Squatting is utilized when performing job tasks (e.g. documents located below waist level; evidence search for contraband, weapons; pat-down; field visit and/or search). *Squatting may be minimized or avoided by substituting alternate positions of 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, and/or transporting equipment and/or probationers (e.g. documents, evidence search for contraband, weapons; pat-down). 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, storing, adjusting, transporting equipment and/or probationers (e.g. surveillance; evidence search for contraband, weapons; 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 utilized when performing job tasks (e.g. surveillance; evidence search for contraband, weapons).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is utilized when performing job tasks (e.g. evidence search of contraband, weapons; physical containment; medical response). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Crawling is utilized when performing job tasks (e.g. crawl in/out of attic, crawl spaces during resident search for contraband).

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Stair climb is required when performing job tasks (e.g. to/from the residence, schools, commercial buildings, performing school or home field interviews/visits; contraband search). Elevator available in public buildings.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access building (e.g. roof, attic, crawl space) located 10+ feet above floor level (e.g. contraband search). *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, storing, moving, transporting equipment, supplies and/or probationers, equipment and supplies (e.g. office work; parking lot; meetings with collaborating agencies and/or colleagues; contraband search; field visit, court appearance, interview). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is utilized for a maximum of 120-minute intervals when performing job tasks (e.g. sit for meetings with collaborating agencies and/or colleagues; desktop work; drive vehicle; court appearance; institution booking of probationer; field interview; surveillance; transport probationers within/out of county). *Specific work tasks may require up to frequent standing and/or walking.*

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

MAXIMUM FREQUENCY: Seldom

Comments: Static standing is utilized for a maximum of 10-minute intervals when performing job tasks (e.g. stand for field interview with probationers; presentations; meetings with collaborating agencies and/or colleagues; surveillance).

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:	Frequent
Left:	Frequent
Both:	Frequent
Either:	Not Required
FOOT:	
Right:	Frequent
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, door, gate lever) when adjusting controls (e.g. drive vehicle, open/close door/gate). 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, and/or transporting customers, equipment and supplies (e.g. vehicle, documents, office equipment; desktop work).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; weapon search, pat-down; defensive tactics, containment).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; defensive tactics, cuff; defensive tactics, containment).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, page turn, file, sort, audio/visual, cellular phone, key/lock).

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle, handwrite, keyboard, mouse, page turn, sort, file; defensive tactics, containment, key/lock).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle; defensive tactics). *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. drive vehicle, desktop work, surveillance, contraband search; interview). *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 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:

SUPERVISING PROBATION OFFICER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	100 pounds	<i>Stair Climb</i> ¹	Occasional
<i>Pull (Force)</i> ¹	100 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	40 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	40 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	40 pounds	<i>Stand (Static)</i> ¹	Seldom
<i>Overhead Lift/Pull Down</i>	20 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Frequent
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	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	Seldom	<i>Hand/Foot Coordination</i> ¹	Seldom
<i>Kneel</i> ¹	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Seldom		

¹ The critical demands of the job.

Lyle Andersen, PT

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

LA/au