

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Adult Detention Chaplain
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	October 2017
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road 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.

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, Adult Detention Chaplain perform difficult and specialized secretarial or legal clerical work of a varied and confidential nature often involving the exercise of independent judgment and initiative based upon skills, knowledge and abilities. The Adult Detention Chaplain classifications are highly skilled and independently perform a wide variety of complex clerical and legal clerical duties associated with personnel, budget, accounting, and risk management. Incumbents in this class will have a thorough knowledge of office procedures and regulations and the ability to perform these duties with minimum direction or supervision.

SPECIFIC DUTIES: Available through the Human Resources Department.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

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. Computer | 4. Copier |
| 2. Mouse | 5. Vehicle |
| 3. Telephone | 6. Calculator |

*All employees within the **Adult Detention Chaplain** 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 **Adult Detention Chaplain** position.*

ENVIRONMENTAL FACTORS

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

Seldom = 1% - 2%
Occasional = 3% - 33%

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

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery:..... <i>Traffic when driving</i>	Occasional
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: <i>Vehicle</i>	Occasional
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>	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:..... <i>Hand protection is available</i>	Not Applicable
15.	Working proximity:.....	Alone: Not Applicable Closely with others: Constant
16.	Working inside:.....	Constant
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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 15+ 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. up to 15 pounds of force to travel with cart; to open/close door, drawer, file, cabinet).

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
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, and/or transporting equipment supplies (e.g. cart, door). The employee exerts up to 15+ pounds of force in a horizontal plane between waist and shoulder height of a distance up to 5 feet when performing job tasks (e.g. up to 15 pounds of force to travel with cart; open/close door, drawer, file, cabinet). *Pushing is the preferred method of moving carts.*

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

MAXIMUM REQUIREMENT

0-10 pounds:	Seldom		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	15 Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 15 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning and/or transporting supplies (e.g. file, binder, book). The employee lifts items weighing between less than 1 pounds and 15+ pounds from/to the floor when performing job tasks (e.g. up to 15-pound miscellaneous box; stacked or individual literature; documents; binder).

Safe lifting is performed by utilizing a posture of partial squatting and a straight back. Specific work tasks may require lifting up to 30-pound weighted objects, assistance is available.

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	15 Pounds

Assistive Devices: 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 15 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, and/or transporting supplies (e.g. documents). The employee lifts items weighing between 1 pounds and 15+ pounds when performing job tasks (e.g. up to 15-pound miscellaneous boxed items; research material; miscellaneous stored items; binder, book, reports, hand or armful of miscellaneous document/literature; 5-pound ream of copy paper).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional		
11-100 pounds:	Not Required	Maximum Force:	10 Pounds

Assistive Devices: 4-Wheel 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 retrieving, returning, and/or transporting supplies (e.g. documents). The employee carries items weighing between 1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. hand or armful of miscellaneous literature, book, documents; up to 10-pound box of documents; 5-pound ream of copy paper; up to 10-pound binder).

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

MAXIMUM REQUIREMENT

11-100 pounds:	Not Required	Maximum Force:	0 Pounds
-----------------------	--------------	-----------------------	-----------------

Comments: Overhead lift/pull down is not required when performing 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 when performing 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:** Frequent

Comments: Forward reach is performed up to a distance of 28 inches when retrieving, returning, storing, transporting and/or utilizing equipment and supplies (e.g. desktop work; telephone, 10-key calculator, printer, copier, facsimile, computer; drive vehicle; open/close door, file, drawer). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9.) STOOP:

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stooping is not required when performing job tasks. 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 when performing job tasks. 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, and/or adjusting supplies (e.g. lift, file, store, search; operate business equipment). 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, and/or adjusting supplies (e.g. desktop or counter work; file, store, search; drive vehicle; presentation). 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:** Occasional

Comments: Turning is performed when retrieving and/or returning supplies (e.g. file, store, search; operate business machine).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not required when performing job tasks. *Kneeling may be minimized or avoided by substituting alternate positions of bending, sitting, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Crawling is not required when performing job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required when performing job tasks. *Ramps and elevators are available.*

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing is not required when performing job tasks. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Walking is performed when retrieving, returning and/or transporting supplies (e.g. to/from meetings with collaborating agency and/or colleague, to/from parking lot/office, numerous worksites; group and/or individual inmate/family visiting). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when reading, writing, operating and/or utilizing equipment and supplies (e.g. desktop work; miscellaneous office projects; meeting with collaborating agency and/or colleague; drive vehicle; visitation).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when utilizing equipment and supplies (e.g. meeting with collaborating agency and/or colleague; file; operate business machine; visitation).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

22.) **HAND/FOOT CONTROL:**

	<u>MAXIMUM REQUIREMENT</u>
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. drive 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:	Occasional

Comments: Grasping and coordination activities are performed when preparing and/or utilizing supplies and equipment (e.g. computer, files, miscellaneous office equipment; vehicle).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle).

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. handwriting, keyboard, mouse, file, page turn, batch, sort; telephone, 10-key calculator; door key).

Eye/hand coordination is utilized to perform job tasks (e.g. handwriting, keyboard, mouse, file, page turn, batch, sort, telephone, 10-key calculator; drive vehicle; door key).

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:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work; file, sort, read, operate business machine; 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}



