



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Crime Analyst Technician
Company Contact:	CEO-Recruitment Unit
Date:	September 2003

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

The job description for this document was provided by Stanislaus County. 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 & 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, the Crime Analyst Technician assists the public, Sheriff's Deputies and others by performing a variety of public relations, technical, clerical and manual activities related to law enforcement functions.

SPECIFIC DUTIES

The Following Reflects Examples of Job Task Functions:	Essential/Marginal Task(s)
Task 1: Assists the public either in person, on the telephone or in the field by taking complaints and reports and providing appropriate information.	Essential
Task 2: Assists Deputy Sheriff's on routine calls which are both criminal and non-criminal in nature.	Essential
Task 3: Operates a police radio to transmit and receive messages from radio-equipped vehicles and other stations.	Essential
Task 4: Testifies as fingerprint expert in court	Essential
Task 5: Collects, preserves, photographs, identifies and records evidence; prepares charts, graphs diagrams, exhibits and takes photographs required for court presentations; lifts and processes fingerprints, both latent and rolled; develops and prints photographic material.	Essential

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. Boots
2. Duty belt
3. Jacket
4. Jumpsuit

EQUIPMENT:

1. Blood kit
2. Camera/video camera
3. Computer
4. Electro static lifter
5. Finger print kit
6. Eye wash protection
7. Keyboard
8. Metal detector
9. Mower
10. Nyhidrin chamber
11. Super glue chamber
12. Respiratory protection

Required Job-Related Experience:

EXPERIENCE/QUALIFICATIONS:

- 1.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Crime Analyst Technician 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 Crime Analyst Technician position.

WORK HOURS:

40-hour work week
Flex schedule
Call back and overtime availability

ENVIRONMENTAL FACTORS

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

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

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

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: rooftop, ladder	Seldom
2.	Being around moving machinery: vehicle traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures vary between 28-110 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): finger print dust, processing chemicals	Occasional
5.	Driving: vehicle	Frequent
6.	Exposure to excessive noise: Hearing protection is available.	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals: bleach, nihydrin, fingerprint powder, super glue, developer. Hand protection is available. Refer to MSDS document	Occasional
9.	Exposure to slippery or uneven walking surfaces: water, ice, mud, undeveloped ground	Occasional
10.	Working below ground: basement, ditch, man hole	Seldom
11.	Unusual fatigue factors: overtime	Seldom
12.	Working with explosives:	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance: protective hand wear is available	Not Applicable
15.	Working proximity: Alone - Closely with others -	Frequent Frequent
16.	Working inside:	Continuous
17.	Working outside:	Continuous

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

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
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE:	25 Pounds
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Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting equipment property and supplies (e.g. crime scene evidence, fingerprint equipment, storage). The employee exerts up to 25 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. push to remove miscellaneous stolen property; evidence and crime scene equipment; open/close drawer, door, file; gate, loading/unloading to/from truck/van).

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
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE:	25 Pounds
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Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting equipment property and supplies (e.g. crime scene evidence, fingerprint equipment, storage). The employee exerts up to 25 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. pull to remove miscellaneous stolen property; evidence and crime scene equipment; open/close drawer, door, file; gate, loading/unloading to/from truck/van). *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
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 50 Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 50 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. crime scene evidence, personal property, documents, files, binders). The employee lifts items weighing between <1 pound and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift up to 10-pound documents/files; up to 50-pound miscellaneous stored evidence and personal property; duty belt; up to 20-pound miscellaneous test equipment and supplies; up to 50-pound tool box).

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:	Frequent
11-25 Pounds:	Seldom
26-35 Pounds:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 50 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, documents, files, binders). The employee lifts items weighing between <1 pound and 50 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift up to 10-pound documents/files; up to 50-pound miscellaneous stored evidence and personal property; duty belt; up to 20-pound miscellaneous test equipment and supplies; up to 50-pound tool box).

5) WEIGHT CARRY: Carrying weighted objects 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:	Seldom
36-50 Pounds:	Seldom
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 50 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, documents, files, binders). The employee lifts items weighing between <1 pound and 50 pounds between 5 feet and 50 feet when performing job tasks (e.g. lift up to 10-pound documents/files; up to 50-pound miscellaneous stored evidence and personal property; duty belt; up to 20-pound miscellaneous test equipment and supplies; 50-pound tool box).

6) OVERHEAD LIFT/PULL DOWN: Lifting weight from/to chest and overhead 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: 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 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, miscellaneous office items). The employee lifts items weighing between <1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. lift up to 10-pound case/box of office supplies; up to 10-pound stolen paraphernalia stored on shelves; miscellaneous evidence). *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 and supplies (e.g. reach overhead for documents or evidence located on overhead shelves or cabinets; reach to locate and evaluate overhead crime scene locations; photography; identify and/or dust/lift fingerprints; miscellaneous evidence). *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 and supplies (e.g. reach lateral or forward for desk top work; maintain storage of evidence; operate evidence laboratory equipment; provide public relations at reception; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene; interview; handwrite report; drive vehicle). *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, and/or transporting equipment and supplies (e.g. stoop to reach below waist height to maintain storage of evidence; operate evidence laboratory equipment; interview; maintain files and records; crime scene investigation; documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene). *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 performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. squat to reach below waist height to maintain storage of evidence; operate evidence laboratory equipment; interview; maintain files and records; crime scene investigation; documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene). *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, moving, and/or transporting equipment and supplies (e.g. bend to reach near or far below waist height in order to maintain storage of evidence; operate evidence laboratory equipment; interview; maintain files and records; crime scene investigation; documentation with video and photography; dust/lift fingerprints, blood samples; provide light at scene; interview; handwrite report). 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, moving, and/or transporting equipment and supplies (e.g. twist to maintain storage of evidence; operate evidence laboratory equipment; provide public relations with reception; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene; interview; drive vehicle). *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, and/or transporting equipment and supplies (e.g. turn to maintain storage of evidence; operate evidence laboratory equipment; provide public relations with reception; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene; interview).

14) KNEEL:

MAXIMUM FREQUENCY: Occasional

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. kneel to maintain storage of evidence; operate evidence laboratory equipment; provide public relations with reception; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples). *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 crime scene investigation site(s). Maximum number of 24 steps is climbed.

17) LADDER CLIMB:

MAXIMUM FREQUENCY: Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access when retrieving, returning storing adjusting, moving and/or transporting equipment and supplies (e.g. climb for fingerprints, photography; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples) located up to 20+ feet above floor level. *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 adjusting, moving and/or transporting equipment and supplies (e.g. walk to/from meetings with collaborating agencies and colleagues; maintain file and records; crime scene investigation; documentation with video and photography; dust/lift fingerprints, blood samples). Walking length varies between 3 feet and 100+ feet depending on job task.

19) SIT:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 45-minute intervals when transporting equipment and evidence (e.g. sit to provide documentation of evidence; testify in court; fingerprint classification and comparison; drive vehicle; desk top work; meetings with collaborating agencies and/or colleagues; documentation of reports and evidence).

20) STAND: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 120-minute intervals when performing job tasks (e.g. stand for laboratory processing; dust/lift for fingerprints; photography; crime scene analysis; evidence collection)

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

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

22) HAND/FOOT CONTROL:

	MAXIMUM REQUIREMENT
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Not Required
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 equipment controls (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
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 retrieving, returning, storing, adjusting, operating, moving, and/or transporting equipment, controls, evidence and supplies (e.g. vehicle, audio/video equipment, camera, office equipment, evidence equipment).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; fingerprint retrieval; desk top work; drive vehicle; photography; laboratory test).

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

Fine manipulation is utilized to perform job tasks (e.g. handwrite, mouse, keyboard, page turn, sort, file, fingerprint equipment; laboratory work; photography).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, mouse, keyboard, page turn, sort, file, fingerprint equipment; drive vehicle; laboratory work; photography).

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:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Occasional
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; customer service; desk top work; crime scene analysis; crime scene surveillance; investigation; laboratory work). *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 of the physical demands of the Job Task Analysis that were obtained for the position of
Crime Analyst Technician.

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

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Crime Analyst Technician	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)</i> ¹	25 pounds
<i>Pull (Force)</i> ¹	25 pounds
<i>Stand Up Lift</i> ¹	50 pounds
<i>Level Lift</i> ¹	50 pounds
<i>Weight Carry</i> ¹	50 pounds
<i>Overhead Lift/Pull Down</i> ¹	10 pounds
<i>Overhead Reach</i> ¹	Seldom
<i>Forward Reach</i> ¹	Frequent
<i>Stoop</i>	Occasional
<i>Squat (Unloaded)</i> ¹	Seldom
<i>Forward Bend</i> ¹	Occasional
<i>Twist</i> ¹	Occasional
<i>Turn</i>	Occasional
<i>Kneel</i> ¹	Occasional
<i>Crawl</i>	Not Required
<i>Stair Climb</i> ¹	Seldom

¹ The critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
Crime Analyst Technician	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i> ¹	Seldom
<i>Walk</i> ¹	Frequent
<i>Sit</i> ¹	Frequent
<i>Stand (Static)</i> ¹	Occasional
<i>Balance</i> ¹	Frequent
<i>Hand Control</i> ¹	Occasional
<i>Foot Control</i> ¹	Occasional
<i>Simple Grasp</i> ¹	Frequent
<i>Firm Grasp</i> ¹	Occasional
<i>Fine Manipulation</i> ¹	Frequent
<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Cervical Range of Motion</i> ¹	Frequent

Lyle Andersen, PT

Date: _____

Lyle Andersen, PT, CWCE

Preparer Signature



Date: 12-28-04

Contact Person

Title **DEUTONANT**



Date: 1/7/05

Contact Person

Title

¹ The critical demands of the job.
LA/cm