

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Crime Analyst Technician
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	September 2003; December 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, 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: 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. Blood kit | 8. Keyboard |
| 2. Camera/video camera | 9. Leica 3D imaging |
| 3. Computer | 10. Metal detector |
| 4. Electro static lifter | 11. Nyhidrin chamber |
| 5. Eye wash protection | 12. Respiratory protection |
| 6. Finger print kit | 13. Super glue chamber |
| 7. Flash light | |

*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.*

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:..... Rooftop, ladder	Seldom
2.	Being around moving machinery:..... Vehicle traffic	Frequent
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Frequent
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... Finger print dust, processing chemicals, autopsy	Occasional
5.	Driving: Vehicle	Frequent
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>	Occasional
9.	Exposure to slippery or uneven walking surfaces:..... Water, ice, mud, undeveloped ground	Occasional
10.	Working below ground:..... Basement, ditch, man hole, culvert	Seldom
11.	Unusual fatigue factors: Overtime	Occasional
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>	Seldom
15.	Working proximity:..... Alone: Closely with others:	Frequent Frequent
16.	Working inside:.....	Constant
17.	Working outside:.....	Constant

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: 25 Pounds	

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. 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.*

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

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 5 feet when performing job tasks (e.g. 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:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 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 pounds and 50 pounds from/to the floor when performing job tasks (e.g. 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). *A 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.***MAXIMUM REQUIREMENT**

0-10 pounds:	Frequent	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 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 pounds and 50 pounds from/to floor when performing job tasks (e.g. 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 beyond a distance of four feet.***MAXIMUM REQUIREMENT**

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-100 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 carries items weighing between <1 pound and 50 pounds between 5 feet and 50+ feet when performing job tasks (e.g. 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 weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT**

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

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. 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

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. 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. desktop work; maintain storage of evidence; operate evidence laboratory equipment; maintain files and records; crime scene investigation documentation with video and photography; dust/lift fingerprints, blood samples; provide lighting at scene; interview; 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. 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; placard placement and retrieval). *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. 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; placard placement and retrieval). *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. 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; placard placement and retrieval). 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. maintain storage of evidence; operate evidence laboratory equipment; 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 office 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:** Seldom

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. 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:** Seldom

Comments: Crawling is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and supplies (e.g. attic, crawl spaces, brush, drainage pipe).

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 up to 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. 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. to/from meetings with collaborating agencies and/or colleagues; maintain file and records; crime scene investigation; documentation with video an photography; dust/lift fingerprints, blood samples; placard placement and retrieval). 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 120-minute intervals when transporting equipment and evidence (e.g. meetings with collaborating agencies and/or colleagues; testify in court; fingerprint classification and comparison; drive vehicle; desktop work; 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. laboratory processing; dust/lift for fingerprints; photography; crime scene investigation and analysis; evidence collection).

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) when adjusting equipment 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:	Frequent

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; desktop 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 gate, door; 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:

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; desktop work; crime scene analysis; investigation; laboratory work). *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:

CRIME ANALYST TECHNICIAN

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb¹</i>	Seldom
<i>Stand Up Lift¹</i>	50 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	50 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	50 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Frequent
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Frequent
<i>Stoop¹</i>	Occasional	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)¹</i>	Seldom	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Frequent
<i>Kneel¹</i>	Seldom	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Seldom		

¹ The critical demands of the job.

<p style="font-size: 1.2em; font-family: cursive;">Lyle Andersen, PT</p> <p>_____ Date: _____</p> <p>Lyle Andersen, PT, CWCE Preparer Signature</p> <p style="font-size: 1.5em; font-family: cursive; color: blue;">[Signature]</p> <p>_____ Date: <u>3/2/18</u></p> <p>Contact Person Title</p>	<p>_____ Date: _____</p> <p>Contact Person Title</p> <p style="font-size: 1.2em; font-family: cursive; color: blue;">LIEUTENANT</p> <p>_____ Date: <u>3/2/18</u></p> <p>Contact Person Title</p>
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LA/gm