

# Job Task Analysis

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<b>Employer:</b>	<b>STANISLAUS COUNTY</b>
<b>Occupation:</b>	Crime Analyst
<b>Company Contact:</b>	CEO- Recruitment Unit
<b>Date:</b>	May 2002; Updated April 2017
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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## **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 designs, monitors and updates all forms of crime-related input and output data; determines statistical analysis techniques to be used on data; plans evaluates and participates in analysis of crime data; supervises technician and other staff as assigned. Provides dissemination of crime-related data to management, patrol, crime prevention, investigations and other units. Researches and/or analyzes the function addressed by the Crime Analysis Unit to improve the unit's capacity to produce desired results, enters or supervises the entry of all crime-related data and performs related duties as required.

**SPECIFIC DUTIES:** Available through the Human Resources Department.

**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. 4-Wheel Cart | 5. Keyboard  |
| 2. Computer     | 6. Mouse     |
| 3. Copier       | 7. Printer   |
| 4. Facsimile    | 8. Telephone |

*All employees within the **Crime Analyst** 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** 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: Traffic when driving	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:..... <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 Required Closely with others: 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.*

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

*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, storing, adjusting, moving 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>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force: 15 Pounds</b>	

*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, storing, adjusting, moving 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; open/close, 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**

<b>0-10 pounds:</b>	Seldom		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>5</u> Pounds

*Comments:* A stand-up lift is required to perform job tasks (e.g. file, binder, book, ream of paper).

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**

<b>0-10 pounds:</b>	Seldom		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>5</u> Pounds

*Assistive Devices:* 2 to 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

*Comments:* A level lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting files and supplies (e.g. documents). The employee lifts items weighing between <1 pounds and 5 pounds when performing job tasks (e.g. up to 5-pound ream of copy paper; binders; hand or armfuls of paper; miscellaneous desktop equipment).

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

<b>0-10 pounds:</b>	Seldom		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>5</u> Pounds

*Assistive Devices:* 2 to 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

*Comments:* Weight Carry is utilized with activities such as retrieving, returning, storing, moving and/or transporting files and supplies (e.g. documents). The employee carries items weighing between <1 pound and 5 pounds between 3 feet and 100 feet when performing job tasks (e.g. up to 5-pound ream of copy paper; binders, hand or armfuls of paper; miscellaneous).

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

<b>0-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<u>0</u> Pounds
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*Assistive Devices:* Not Required.

*Comments:* Overhead lift/pull down 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 manipulating, retrieving, returning, storing, adjusting, and/or transporting equipment, controls, and supplies (e.g. reach lateral or forward for desktop work; file, operation of business machine). 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 bending or kneeling. Partial squatting is a preferred lifting posture.

**11.) FORWARD BEND:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting files and supplies (e.g. stored document in lower cabinet and shelves).

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:** Not Required

**Comments:** Twisting at the waist is not required when performing job tasks. *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:** Not Required

**Comments:** Turning is not required when performing job tasks.

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, 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 to perform job tasks. Elevator is available.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Ladder climbing is not required to perform 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, moving and/or transporting files; and supplies (e.g. walk to/from meetings with collaborating agencies and/or colleagues; operate business machines to/from parking lot). Walking length varies between 3 feet and 600 feet depending on job task. Worksite is wheelchair accessible.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Constant

*Comments:* Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. meetings with collaborating agency and/or colleague, desktop work, drive vehicle).

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

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. stand for meetings with collaborating agencies and/or colleagues).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Occasional

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

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Seldom
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

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



23.) **UPPER AND LOWER EXTREMITY COORDINATION:****MAXIMUM REQUIREMENT**

<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Seldom
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Seldom

**Comments:** Grasping and coordination activities are performed when performing job tasks (e.g. desktop; drive vehicle).

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

**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. keyboard, mouse, telephone, handwrite, sort, page turn, file).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse, telephone, handwrite, sort, page turn, drive vehicle, file).

**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**

<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Frequent
<b>Rotating:</b>	Seldom
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; drive vehicle, meetings with collaborating agencies and/or colleagues; read, research). *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>
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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

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	15 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> <sup>1</sup>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	5 pounds	<i>Walk</i> <sup>1</sup>	Occasional
<i>Level Lift</i> <sup>1</sup>	5 pounds	<i>Sit</i> <sup>1</sup>	Constant
<i>Weight Carry</i> <sup>1</sup>	5 pounds	<i>Stand (Static)</i> <sup>1</sup>	Seldom
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> <sup>1</sup>	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> <sup>1</sup>	Seldom
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Seldom
<i>Stoop</i>	Not Required	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Seldom	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i>	Not Required	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i> <sup>1</sup>	Seldom
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> 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/gm

# STANISLAUS COUNTY

## JOB TASK ANALYSIS SUMMARY

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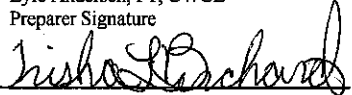
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<i>Pull (Force)</i> <sup>1</sup>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	5 pounds	<i>Walk</i> <sup>1</sup>	Occasional
<i>Level Lift</i> <sup>1</sup>	5 pounds	<i>Sit</i> <sup>1</sup>	Constant
<i>Weight Carry</i> <sup>1</sup>	5 pounds	<i>Stand (Static)</i> <sup>1</sup>	Seldom
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> <sup>1</sup>	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> <sup>1</sup>	Seldom
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Seldom
<i>Stoop</i>	Not Required	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Seldom	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i>	Not Required	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i> <sup>1</sup>	Seldom
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

Lyle Andersen, PT, CWCE Preparer Signature  Contact Person Title <i>Crime &amp; Intelligence Analyst</i> LA/gm	Date: _____ Contact Person Title _____ Date: _____ Contact Person Title _____
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