

# Job Task Analysis

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<b>Employer:</b>	<b>STANISLAUS COUNTY</b>
<b>Occupation:</b>	Forensic Computer Examiner
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5710
<b>Date:</b>	May 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, Forensic Computer Examiners investigates and analyzes digital evidence by performing hardware, software and virtual analysis of digital evidence in the office and in the field on sensitive, complex, criminal and civil investigations for the Stanislaus County Sheriff's Office.

This position processes and analyzes digital evidence including the disassembly of computer hardware; forensic imaging of digital media; examination of data related to criminal offenses; recovery of data from cellular telephones; and performs related duties as required. The Forensic Computer Examiner will prepare comprehensive examination reports for the analysis of digital media and will testify in court as a forensic expert. Incumbents in this classification must be able to work effectively in an environment in which they may encounter sensitive/confidential information and data that contains sexually explicit or disturbing content; including child pornography.

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

<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

**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. 10-key calculator                 | 22. Monitor                    |
| 2. 2-hole punch                      | 23. Numbering machine (stamp)  |
| 3. 3-hole punch                      | 24. Paper cutter               |
| 4. 4-wheeled cart                    | 25. Pencils/Pens               |
| 5. 4-wheeled carts/baskets           | 26. Photocopy machine          |
| 6. Alphabetic/numeric paper sorters  | 27. Printer/Scanner/Copier     |
| 7. Automobile/Vehicle                | 28. Scissors                   |
| 8. Combination push button door lock | 29. Shredder                   |
| 9. Computer Monitor                  | 30. Standard/large stapler     |
| 10. Desk                             | 31. Staple remover             |
| 11. Electric pencil sharpener        | 32. Step stools                |
| 12. Electronic stapler               | 33. Tape Dispenser             |
| 13. Facsimile machine                | 34. Tape recorder              |
| 14. File cabinets                    | 35. Telephone                  |
| 15. File marking machine/table       | 36. Time stamp machine         |
| 16. Keyboard/mouse                   | 37. Typewriter                 |
| 17. Laser printer                    | 38. Digital Media              |
| 18. Letter opener/shaker machine     | 39. Forensic imaging machine   |
| 19. Manual stapler                   | 40. Vertical mill chip remover |
| 20. Micro fiche printer              | 41. Soldering iron             |
| 21. Micro fiche reader               | 42. Hand tools                 |

*All employees within the **Forensic Computer Examiner** 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 **Forensic Computer Examiner** 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:..... Ladder, boom truck/lift	Seldom
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: 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**

<b><u>FREQUENCY DEFINITIONS</u></b>	<b><u>SELDOM</u></b>	<b><u>OCCASIONAL</u></b>	<b><u>FREQUENT</u></b>	<b><u>CONSTANT</u></b>
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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<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, 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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<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, 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**

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

**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 and equipment (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 files; documents; binder; surveillance camera; computer components; carrying case).

*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**

<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. 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 and equipment (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, reports, hand or armful of miscellaneous document/files; 5-pound ream of copy paper; surveillance camera; computer components; carrying case).

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

**MAXIMUM REQUIREMENT**

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

**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 and equipment (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 files, documents; up to 10-pound box of documents; 5-pound ream of copy paper; up to 10-pound binder; surveillance camera; computer components; carrying case).

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

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

**Assistive Devices:** A vertical ladder, step ladder, boom truck 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 5 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, and/or storing supplies and equipment (e.g. file, document). The employee lifts items weighing between less than 1 pound and 5 pounds to a maximum height of 78 inches above feet when performing job tasks (e.g. files, documents; overhead shelf storage; miscellaneous stored items; installation of off-site surveillance camera).

*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 78 inches when adjusting, moving and/or transporting stored inventory (e.g. documents, files, equipment, miscellaneous stored items; installation of off-site surveillance camera). *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; adjustment or installation of off-site surveillance camera). *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, and/or adjusting supplies (e.g. storage shelf, cabinet; plug/unplug component computer wire). *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 and equipment (e.g. lift, file, store, search; operate business equipment; plug/unplug component computer wire). 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). *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 and equipment (e.g. file, store, search; operate business machine).

**14.) KNEEL:****MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is required when performing job tasks (e.g. plug/unplug component computer wire). *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:** Seldom

**Comments:** Stair climb is required to perform job tasks (e.g. 1 or 2-step stool). *Ramps and elevators are available.*

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Ladder climbing is required when performing job tasks (e.g. adjustment and/or installation of surveillance camera). 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/court/worksites). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Constant

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

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

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. meeting with collaborating agency and/or colleague; file; operate business machine; installation of off-site surveillance camera).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Frequent

*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>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Occasional
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Occasional
<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. drive 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>	Occasional
<b>Fine Manipulation:</b>	Constant
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Seldom

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

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

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; carrying case; computer components)

**Fine manipulation** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, page turn, batch, sort; telephone, 10-key calculator; chip-off forensic examination).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, page turn, batch, sort, telephone, 10-key calculator; drive vehicle; chip-off forensic examination; research).

**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>	Occasional
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; file, sort, read, operate business machine; drive vehicle; installation of off-site surveillance camera). *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:

### FORENSIC COMPUTER EXAMINER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	15 pounds	<i>Stair Climb<sup>1</sup></i>	Seldom
<i>Pull (Force)<sup>1</sup></i>	15 pounds	<i>Ladder Climb<sup>1</sup></i>	Seldom
<i>Stand Up Lift<sup>1</sup></i>	15 pounds	<i>Walk<sup>1</sup></i>	Occasional
<i>Level Lift<sup>1</sup></i>	15 pounds	<i>Sit<sup>1</sup></i>	Constant
<i>Weight Carry<sup>1</sup></i>	10 pounds	<i>Stand (Static)<sup>1</sup></i>	Occasional
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance<sup>1</sup></i>	Frequent
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Seldom
<i>Forward Reach<sup>1</sup></i>	Frequent	<i>Foot Control<sup>1</sup></i>	Seldom
<i>Stoop<sup>1</sup></i>	Seldom	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp<sup>1</sup></i>	Occasional
<i>Forward Bend<sup>1</sup></i>	Occasional	<i>Fine Manipulation<sup>1</sup></i>	Constant
<i>Twist<sup>1</sup></i>	Occasional	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn<sup>1</sup></i>	Occasional	<i>Hand/Foot Coordination<sup>1</sup></i>	Seldom
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement<sup>1</sup></i>	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: _____
<i>TOBY HUGHES</i>	Date: <i>9/19/17</i>	<i>LIEUTENANT</i>	Date: <i>9/19/17</i>
Contact Person Title		Contact Person Title	

LA/gm