



Job Task Analysis

| | |
|------------------------------|---|
| Employer: | Stanislaus County |
| Occupation: | Sergeant Custodial |
| Company Contact: | Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770 |
| Date: | March 2011; September 2016 |
| 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.

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

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 Sergeant Custodial escorts, receives controls, supervises and cares for inmates in the County Jail, Public Safety Center (PSC)-East, PSC-West and PSC-Minimum Housing. The incumbents are also required to work under a “No Hostage Policy” setting.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<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, inmates, and property.

Equipment:

- | | |
|------------------------|------------------------|
| 1. Baton | 9. Keys |
| 2. Breathing apparatus | 10. Ladder |
| 3. Cellular phone | 11. Mouse |
| 4. Chemical agent | 12. Pager |
| 5. Computer | 13. Pepper ball gun |
| 6. Firearm | 14. Radio |
| 7. Handcuff/Chains | 15. Resuscitation mask |
| 8. Keyboard | 16. Taser |

*All employees within the **Sergeant Custodial** 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 **Sergeant Custodial** position.*

ENVIRONMENTAL FACTORS



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

| | | | |
|---------------------|----------|-------------------|------------|
| Seldom = | 1% - 2% | Frequent = | 34% - 66% |
| Occasional = | 3% - 33% | Constant = | 67% - 100% |

| ENVIRONMENTAL FACTORS | | MAXIMUM FREQUENCY |
|-----------------------|--|----------------------------|
| 1. | Unprotected heights: | Not Applicable |
| 2. | Being around moving machinery: Traffic | Occasional |
| 3. | Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees, walk-in refrigerator..... | Seldom |
| 4. | Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... Chemical agents | Occasional |
| 5. | Driving: Vehicle | Occasional |
| 6. | Exposure to excessive noise: firearm training..... <i>Hearing protection is available</i> | Occasional |
| 7. | Exposure to radiant or electrical energy:..... | Not Applicable |
| 8. | Exposure to solvents or chemicals: chemical agents..... <i>Refer to MSDS document.</i> | Seldom |
| 9. | Exposure to slippery or uneven walking surfaces: Water, mud, undeveloped ground, slope | Occasional |
| 10. | Working below ground: Court tunnel | Seldom |
| 11. | Unusual fatigue factors: Run, overtime | Occasional |
| 12. | Working with explosives: Firearms | Seldom |
| 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: | Not Applicable Constant |
| 16. | Working inside:..... | Constant |
| 17. | Working outside: Roadside crew, home checks | 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

| <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 |
| 26-35 pounds: | Seldom |
| 36-50 pounds: | Seldom |
| 51-75 pounds: | Seldom |
| 76-100 pounds: | Seldom |
| Maximum Force: 100 Pounds | |

Assistive Devices: 2 and 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. hand truck, 4-wheel cart; up to 15-pounds of force required to open/close door, gate, file and drawer; containment, defensive tactics requiring up to 100+ pounds of force).

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 |
| 26-35 pounds: | Seldom |
| 36-50 pounds: | Seldom |
| 51-75 pounds: | Seldom |
| 76-100 pounds: | Seldom |
| Maximum Force: 100 Pounds | |

Assistive Devices: 2 and 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. hand truck, 4-wheel cart; open/close door, gate, file and drawer; containment, defensive tactics requiring up to 100+ pounds of force; drag inmate). *Pushing is the preferred method of moving carts.*

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

| <u>MAXIMUM REQUIREMENT</u> | |
|-----------------------------------|--------------|
| 0-10 pounds: | Occasional |
| 11-25 pounds: | Seldom |
| 26-35 pounds: | Seldom |
| 36-50 pounds: | Seldom |
| 51-75 pounds: | Seldom |
| 76-100 pounds: | Not Required |
| Maximum Force: 75 Pounds | |

Assistive Devices: One or more person(s) assistance is available with weights greater than 75 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, inmates and supplies (e.g. adult, bed, table, food container, trash). The employee lifts items weighing between less than 1 pound and 75 pounds when performing job tasks (e.g. document, file; case of copy paper; trash bag; up to 35-pound portable bed; one end of up to 65-pound folding table; up to 40-pound work program ice chest; 5-gallon water jug or food container; up to 30-pound bed mattress; collectively lifting up to 200+ pound inmate when supporting and/or assisting collateral agencies and/or colleagues in medical attention, confrontation, defensive tactics, containment and/or arrest; lift and/or drag inmate; first response emergency procedures; coordinate and supervise miscellaneous inmate landscaping, tree maintenance, roadside clean-up and other manual alternative labor work projects). *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.*

| <u>MAXIMUM REQUIREMENT</u> | |
|-----------------------------------|--------------|
| 0-10 pounds: | Occasional |
| 11-25 pounds: | Seldom |
| 26-35 pounds: | Seldom |
| 36-50 pounds: | Seldom |
| 51-75 pounds: | Seldom |
| 76-100 pounds: | Not Required |
| Maximum Force: 75 Pounds | |

Assistive Devices: 2 and 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, inmates and supplies (e.g. adult, bed, table, food container, adult, trash). The employee lifts items weighing between less than 1 pound and 75 pounds when performing job tasks (e.g. documents files; case of copy paper; trash bag; up to 35-pound portable bed; one end of up to 65-pound folding table; up to 40-pound work program ice chest; 5-gallon water jug or food container; up to 30-pound bed mattress; up to 3-pound compositive SCBA container, 5-pound fire extinguisher, 1-gallon bottles of cleaning solution; collectively lifting up to 200+ pound inmate when supporting and/or assisting collateral agencies and/or colleagues in medical attention, confrontation, defensive tactics, containment and/or arrest; lift and/or drag inmate; first response emergency procedures; coordinate and supervise miscellaneous inmate housekeeping, dietary, landscaping, tree maintenance, roadside clean-up and other miscellaneous manual alternative labor work projects).

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

| <u>MAXIMUM REQUIREMENT</u> | |
|-----------------------------------|--------------|
| 0-10 pounds: | Seldom |
| 11-25 pounds: | Seldom |
| 26-35 pounds: | Seldom |
| 36-50 pounds: | Seldom |
| 51-75 pounds: | Seldom |
| 76-100 pounds: | Not Required |
| Maximum Force: 75 Pounds | |

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, inmates and supplies (e.g. adult, bed, table, food container, trash). The employee carries items weighing between less than 1 pound and 75 pounds between 5 feet and 100+ feet when performing job tasks (e.g. documents, files; trash bag; up to 35-pound portable bed; lift and drag one end of 65-pound folding table; up to 40-pound work program ice chest; 5-gallon water jug or food container; 40-pound milk crate; 30-pound bed mattress; up to 3-pound composite SCBA container, 5-pound fire extinguisher, 1-gallon bottles of cleaning solution; collectively carrying up to 200+ pound inmate when supporting and/or assisting collateral agencies and/or colleagues in confrontation, defensive tactics, containment and/or arrest; lift and/or drag inmate; first response emergency procedures).

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

| <u>MAXIMUM REQUIREMENT</u> | |
|-----------------------------------|--------------|
| 0-10 pounds: | Seldom |
| 11-100 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 person assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting product, equipment and supplies (e.g. inmate personal items, food, stock room items). The employee lifts items weighing between less than 1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous items in storage on shelves and in cabinets). *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 and/or transporting equipment and supplies (e.g. miscellaneous storage items, documents, books; clothing located on overhead shelves and cabinets; search for contraband within the facility). *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 maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and supplies (e.g. search for controlled substances, weapons, stolen property; documents stored on shelves; weapons search; pat-downs, containment, defensive tactics, apply/remove cuffs; key/lock; firearm training; desktop work; drive vehicle; open/close door, drawer, file, cabinet). *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, adjusting, moving and/or transporting equipment, controls, and supplies (e.g. search for controlled substances, weapons, stolen property, documents stored on shelves; weapons search; pat-downs, apply/remove handcuffs; containment, defensive tactics; manage and supervise alternative work programs). *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 performing job duties (e.g. evidence search for contraband; containment, defensive tactics, apply/remove handcuffs; weapons search, pat-down; manage and supervise alternative work programs). *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 and/or transporting equipment and supplies (e.g. reach documents; evidence search for contraband; containment, defensive tactics, apply/remove handcuffs; weapons search, pat-down; application of electrical monitoring device; manage and supervise alternative work programs). *Employee may 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 and/or transporting equipment and supplies (e.g. surveillance; reach for documents located on shelves or in cabinets; evidence search for contraband; containment, defensive tactics, confrontation, apply/remove handcuffs; weapons search, drive vehicle; manage and supervise alternative work programs). *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 and/or transporting equipment (e.g. turn when performing surveillance; reach documents located on shelves or in cabinets; evidence search for contraband, defensive tactics, confrontation, apply/remove handcuffs; weapons search, manage and supervise alternative work programs).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not required to perform 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 to perform job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Stair climb is required in order to go to/from the multistory buildings (e.g. to/from elevated inter-departmental facility). Employees may climb stairs up to 20+ times per work shift.

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:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting inmates, equipment and supplies (e.g. supervise inmates; escort inmate travel within/out of facility; respond to emergency call for assistance; contraband search, institution visit, court appearance; security rounds; meeting with collaborating agency and/or colleague; field interview; manage and supervise alternative work program; surveillance). Walking length varies between 3 feet and 600+ feet depending on job task. Running 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 performing job tasks (e.g. desktop work; drive vehicle; court appearance; transport inmates within/out of county; operate central control communication panel).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 10-minute intervals when performing job tasks (e.g. interview with inmate; meeting with collaborating agency and colleague; surveillance and monitoring; operate booking/release counter; supervise and monitor alternative work projects).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Constant

Comments: Adequate balance is required for safe walking, standing, climbing, 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, door) when operating controls (e.g. drive vehicle; open/close security door). 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 retrieving, returning, storing, adjusting, moving and/or transporting equipment, inmates and supplies (e.g. desktop work, drive vehicle, manage and supervise custodial and alternative work programs, operate door/key).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; weapons search, pat-downs, drive vehicle, desktop work, open/close door).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; defensive tactics, confrontation, physical containment; firearm; open/close door).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, sort, page turn, finger print, mug; control panel operation; key/lock; apply/remove handcuff).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, sort, page turn, finger print, control panel operation; key/lock; defensive tactics; confrontation, physical containment; open/close door; drive vehicle; apply/remove hand/ankle cuff; firearm).

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: | Occasional |
| Rotating: | Frequent |
| Extending: | Seldom |

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; desktop work; surveillance; monitor and supervise inmates; contraband search; key/lock). *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

| <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:

SERGEANT CUSTODIAL

| Functional Activities | Maximum Requirements | Functional Activities | Maximum Requirements |
|-----------------------------------|----------------------|---|----------------------|
| <i>Push (Force)¹</i> | 100 pounds | <i>Stair Climb¹</i> | Occasional |
| <i>Pull (Force)¹</i> | 100 pounds | <i>Ladder Climb</i> | Not Required |
| <i>Stand Up Lift¹</i> | 75 pounds | <i>Walk¹</i> | Frequent |
| <i>Level Lift¹</i> | 75 pounds | <i>Sit¹</i> | Frequent |
| <i>Weight Carry¹</i> | 75 pounds | <i>Stand (Static)¹</i> | Frequent |
| <i>Overhead Lift/Pull Down</i> | 10 pounds | <i>Balance¹</i> | Constant |
| <i>Overhead Reach¹</i> | Seldom | <i>Hand Control¹</i> | Occasional |
| <i>Forward Reach¹</i> | Frequent | <i>Foot Control¹</i> | Occasional |
| <i>Stoop¹</i> | Seldom | <i>Simple Grasp¹</i> | Frequent |
| <i>Squat (Unloaded)</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> | Occasional |
| <i>Kneel</i> | Not Required | <i>Cervical (neck) Movement¹</i> | Frequent |
| <i>Crawl</i> | Not Required | | |

¹ The critical demands of the job.

Lyle Andersen, PT

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

Contact Person
Title

Date: _____

Contact Person
Title

Capt

Date: 3-20-17

Contact Person
Title

Date: _____

LA/gm