



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Supervising Public Administrator
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	April 2011
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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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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 **Supervising Public Administrator** supervises the probate of estates under the jurisdiction of the Public Administrator.

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, customers, and property.

Equipment:

- | | |
|--------------------------|-----------------|
| 1. 10-key adding machine | 7. Keyboard |
| 2. Computer | 8. Mouse |
| 3. Copy machine | 9. Pens/pencils |
| 4. Digital Camera | 10. Stapler |
| 5. Facsimile | 11. Telephone |
| 6. Hand truck | 12. Van |

*All employees within the **Supervising Public Administrator** 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 **Supervising Public Administrator** 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: ladder.....	Seldom
2.	Being around moving machinery: road traffic.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside and inside temperatures may seasonally vary between 28-110 degrees.....	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): decomposition fumes.....	Occasional
5.	Driving: van	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: cluttered private homes/yards, underdeveloped ground.....	Occasional
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>	Occasional
15.	Working proximity:..... Alone: Closely with others:	Not Required 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

<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:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required

Maximum Force: 75 Pounds

Assistive Devices: Hand Truck. Additionally, one person assistance is available with forces greater than 75 pounds.
Comments: Pushing is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. boxes; doors/drawers/gates; furniture). The employee exerts up to 75 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 5 feet when performing job tasks (e.g. push furniture in order to search for deceased personal items; load/unload van cargo; travel with hand truck loads of personal items; slide to relocate storage box).

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:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required

Maximum Force: 75 Pounds

Assistive Devices: One person assistance is available with forces greater than 75 pounds.
Comments: Pulling is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. boxes; doors/drawers/gates; furniture). The employee exerts up to 75 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 5 feet when performing job tasks (e.g. pull furniture in order to search for deceased personal items; load/unload van cargo; travel with hand truck loads of personal items; slide to relocate storage box). *Pushing is the preferred method of moving carts and furniture.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: One person assistance is available with weights greater than 40 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. boxes, furniture, miscellaneous personal items). The employee lifts items weighing between < 1 pounds and 40 pounds off the floor when performing job tasks (e.g. lift up to 40-pounds boxes of deceased personal items; miscellaneous furniture items; miscellaneous handled items to be stored in boxes; cursory search of residence; load/unload van). *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:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: Hand Truck. Additionally, one person assistance is available with weights greater than 40 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. boxes, furniture, miscellaneous personal items). The employee lifts items weighing between < 1 pounds and 40 pounds when performing job tasks (e.g. lift up to 40-pound boxes of deceased personal items; miscellaneous furniture items; miscellaneous handled items to be stored in boxes; cursory search of residence; load/unload van; maintain and catalog miscellaneous stored deceased personal items; filing).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Frequent
11-25 pounds:	Occasional
26-35 pounds:	Occasional
36-50 pounds:	Seldom
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 40 Pounds	

Assistive Devices: Hand Truck. Additionally, one person assistance is available with weights greater than 40 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. boxes, furniture, miscellaneous personal items). The employee carries items weighing between <1 pounds and 40 pounds between 5 feet and 50+ feet when performing job tasks (e.g. carry up to 40-pounds boxes of deceased personal items; miscellaneous furniture items; miscellaneous handled items to be stored in boxes; cursory search of residence; load/unload van; maintain and catalog miscellaneous stored deceased personal items).

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
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	

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 25 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. boxes, documents). The employee lifts items weighing between <1 pounds and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. lift miscellaneous stored personal items of deceased; files; binders, books). *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 for miscellaneous stored items at home of deceased; cursory search; office files, binders, books, documents). *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 to a distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. reach forward or lateral for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; open/close doors, drawers, files, gates; load/unload van; cursory search; drive vehicle). *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 and supplies (e.g. stoop to reach below waist height for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van). *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 for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van). *Squatting may be minimized or avoided by substituting alternate positions of bending, sitting, stooping, half-kneeling or kneeling. Partial squatting is a preferred lifting posture.*

11.) **FORWARD BEND:**

**MAXIMUM
FREQUENCY:** Frequent

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 for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van). Maximum forward trunk flexion required is 60 degrees. *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, moving, and/or transporting equipment and supplies (e.g. twist for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van; 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 for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. kneel for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search; load/unload van). *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 2nd story or porch of private residences. Public buildings have availability of elevators. Maximum number of 21 steps is climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment, and supplies (e.g. climb for miscellaneous loose or stored personal items of the deceased; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search) located 6 feet above floor level. *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 performing job tasks (e.g. walk to/from private residence, public/private business, collaborating agency and/or colleague; site assessment). Walking 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. sit for desk top work; operate computer, telephone, 10-key, handwrite, file; meeting's; drive van). *Specific work tasks may require up to frequent standing and/or walking.*

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when retrieving, returning, storing, adjusting, and/or and supplies (e.g. stand for assessment and inventory of personal property at private residence; interviews; inventory and evaluate miscellaneous furniture or other structural items; perform cursory search).

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:	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. van) when retrieving, returning, moving, and/or transporting equipment and supplies (e.g. drive van to/from collaborating agency, private residence; meetings and conferences; operate bolt cutter). Foot controls are utilized to operate equipment (e.g. van).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Occasional
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, controls and supplies (e.g. computer, file, drive van, lift/carry).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; files, documents, binders, miscellaneous office equipment; load/unload van; cursory search; drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; files, documents, binders, miscellaneous office equipment; load/unload van; cursory search; drive vehicle).

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

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

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:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work, drive van, perform cursory search; inventory and evaluate miscellaneous furniture or other structural and personal items; open/close drawers, files, gates). *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:

SUPERVISING PUBLIC ADMINISTRATOR

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	75 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	75 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	40 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	40 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	40 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	25 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Occasional
<i>Squat (Unloaded)</i> ¹	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Frequent	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i> ¹	Seldom	<i>Cervical (neck) Movement</i> ¹	Occasional
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Date: _____ Date: _____

 Contact Person
 Title

Seymour Date: *5/20/13*

 Contact Person
 Title

Sergeant Larry Seymour

 Contact Person
 Title