



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Collector Series
Classification:	Collector Senior Collector
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	March 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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<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, **Collector** pursues and secures the payment of delinquent accounts and unsecured property taxes; and does related work as required. Incumbents are subject to overtime, standby and call-back assignments. **Senior Collector** assists in the planning, organizing supervision of the collection and servicing of the delinquent accounts of County departments; and to do related work as required. Incumbents are subject to overtime, standby and call-back assignments.

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. Copy machine | 6. Printer |
| 2. Facsimile machine | 7. Stapler |
| 3. File | 8. Telephone/Handset |
| 4. Keyboard/mouse | 9. Ten-key |
| 5. Monitor | |

*All employees within the **Collector & Senior Collector** positions 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 **Collector & Senior Collector** positions.*

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.*

MAXIMUM REQUIREMENT

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

Assistive Devices: Not Required.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or adjusting equipment (e.g. file, cabinet, doors). The employee exerts up to 10 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 3 feet when performing job tasks (e.g. file cabinet or drawer; door).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

MAXIMUM REQUIREMENT

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

Assistive Devices: Not Required.

Comments: Pulling is utilized with activities such as retrieving, returning, storing and/or adjusting equipment (e.g. files, cabinets, doors). The employee exerts up to 10 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 2 feet when performing job tasks (e.g. file cabinet or drawer; door). *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	Maximum Force: 5 Pounds
11-100 pounds:	Not Required	

Assistive Devices: Not Required. One or more person(s) assistance is available with weights greater than 5 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving and/or returning supplies (e.g. paper, files). The employee lifts items weighing between 1 pound and 5 pounds to/from floor when performing job tasks (e.g. up to 5-pound ream of copy paper; individual or stacked legal files). *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: Occasional
11-100 pounds: Not Required **Maximum Force:** 10 Pounds

Assistive Devices: Not Required. 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 and/or returning supplies (e.g. paper, files). The employee lifts items weighing between 1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound ream of copy paper; copy machine, individual or stacked files).

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

MAXIMUM REQUIREMENT

0-10 pounds: Occasional
11-100 pounds: Not Required **Maximum Force:** 5 Pounds

Assistive Devices: Not Required. 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 and/or returning supplies (e.g. paper, files). The employee carries items weighing between 1 pound and 5 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 5-pound ream of copy paper; individual or stacked files).

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

MAXIMUM REQUIREMENT

0-100 pounds: Not Required **Maximum Force:** 0 Pounds

Assistive Devices: Not Required.

Comments: Overhead lift/pull down is not required to perform 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 to perform to perform job tasks.

8.) **FORWARD REACH:**

MAXIMUM FREQUENCY: Frequent

Comments: Forward reach is performed to a maximum distance of 28 inches when retrieving, returning, storing, adjusting and/or moving equipment and supplies (e.g. legal files desktop work; operate business's machines). *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 and/or storing supplies (e.g. files). *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 to perform 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 and/or storing supplies (e.g. files). 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:** Not Required

Comments: Twisting at the waist is not required to perform 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 to perform job tasks.

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:** Not Required

Comments: Stair climb is not required in order to go to/from the multilevel building. Maximum number of 30 steps may be climbed for each level of the five story building. *Elevators are available for travel between floor levels.*

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, storing and/or transporting supplies (e.g. walk to/from copy machine, printer, customer counter, break room, assessor's office). Walking length varies between 3 feet and 100+ 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; file).

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

**MAXIMUM
FREQUENCY:** Seldom

Comments: Static standing is performed for a maximum of 5-minute intervals when (e.g. operate business machine; meeting with colleagues).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Occasional
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Comments: Adequate balance is required for safe walking, standing, climbing, reaching and lifting.

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

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

Comments: Hand controls are not utilized to operate equipment. Foot controls are not utilized to operate equipment.

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Occasional
Firm Grasp:	Seldom
Fine Manipulation:	Constant
Eye/Hand Coordination:	Constant
Hand/Foot Coordination:	Not Required

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls and supplies (e.g. desktop work; miscellaneous office equipment, files, documents).

Simple grasping is utilized to perform job tasks (e.g. lift objects weighing less than 5 pounds; individual files).

Firm grasping is utilized to perform job tasks (e.g. lift objects weighing 5 pounds or greater; stacked files).

Fine manipulation is utilized to perform job tasks (e.g. door and file key, handwrite, keyboard, mouse, ten-key, telephone pad, pen, pencil; file, page turn, batch, sort; operate business machine).

Eye/hand coordination is utilized to perform job tasks (e.g. door and file key, handwrite, keyboard, mouse, ten-key, telephone pad, pen, pencil; file, page turn, batch, sort; operate business machine)

Hand/foot coordination is not utilized to perform job tasks

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:	Occasional
Extending:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desktop work; read, research, file, customer service at public counter). Twisting at the neck may be minimized by utilizing the swivel action of the chair. *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:

COLLECTOR SERIES

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

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

 Contact Person
 Title

 Contact Person
 Title

 Contact Person
 Title

LA/au

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STANISLAUS COUNTY
RISK MANAGEMENT

Stanislaus County

JOB TASK ANALYSIS SUMMARY

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The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

COLLECTOR SERIES

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
Push (Force) ¹	10 pounds	Soft Climb	Not Required
Pull (Force) ¹	10 pounds	Ladder Climb	Not Required
Stand (Up/Lift)	5 pounds	Walk ¹	Occasional
Twist (Lift) ¹	5 pounds	St ¹	Constant
Weight Climb ¹	5 pounds	Stand (Static) ¹	Seldom
Overhead Lift/Pull/Down	Not Required	Balance ¹	Occasional
Overhead Reach	Not Required	Hand Control ¹	Not Required
Forward Reach ¹	Frequent	Foot Control	Not Required
Stoop	Seldom	Simple Grasp ¹	Occasional
Squat (Unloaded)	Not Required	Blind Grasp ¹	Seldom
Forward Bend ¹	Seldom	Fine Manipulation ¹	Constant
Twist	Not Required	Eye/Hand Coordination ¹	Constant
Turn	Not Required	Hand/Foot Coordination ¹	Not Required
Kneel	Not Required	Carried (red) Movement ¹	Frequent
Crawl	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Date: _____

Lyle Andersen, PT, CWCE
Preparer Signature

Contact Person
Title

Date: _____

Kendra Connor - Sr Collector Date: *4/30/13*

Contact Person
Title *Kendra Connor*

Contact Person
Title

Date: _____

LA/au