

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Animal Care Specialist III
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	July 2020
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.

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, **Animal Care Specialist III** assists in surgical procedures and the care and treatment of animals in the shelter. This leadership position performs laboratory medical tests and assists Animal Care Specialists I and II in the performance of their duties.

SPECIFIC DUTIES: Available through the Human Resources Department.

Safety Requirements: All employees are required to observe STANISLAUS COUNTY 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. 2-Step step ladder | 7. Scale |
| 2. Anesthesia machine | 8. Surgical table & Equipment |
| 3. Autoclave | 9. Vacuum |
| 4. Cart | 10. Washer/dryer |
| 5. Computer | 11. X-ray machine |
| 6. Kennel | |

*All employees within the **Animal Care Specialist III** 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 **Animal Care Specialist III** 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:..... 2-Step step ladder	Seldom
2.	Being around moving machinery:.....	Not Applicable
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees..... Walk-in freezer	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving:	Not Applicable
6.	Exposure to excessive noise:..... <i>Hearing protection is available, Dog bark</i>	Occasional
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:.....	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:	Frequent Frequent
16.	Working inside:.....	Constant
17.	Working outside:.....	Seldom

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		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	25 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. cart). The employee exerts up to 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 40 feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; to open/close door, drawer, file, cabinet, containment or restraining an animal).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	25 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. cart, leached dog). The employee exerts up to 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 40 feet when performing job tasks (e.g. up to 25 pounds of force to travel with cart; containment or restraining or animal). *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:	Frequent		
11-25 pounds:	Frequent		
26-35 pounds:	Frequent		
36-50 pounds:	Occasional		
51-100 pounds:	Not Required	Maximum Force:	40 Pounds

Assistive Devices: One or more person(s) 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. animal, storage). The employee lifts items weighing between <1 pounds and 40+ pounds from/to the floor when performing job tasks (e.g. animals to/from cage/treatment areas; receive and stock purchased supplies; position insert for surgical table). *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:	Frequent		
11-25 pounds:	Frequent		
26-35 pounds:	Frequent		
36-50 pounds:	Occasional		
51-100 pounds:	Not Required	Maximum Force:	40 Pounds

Assistive Devices: Forklift, 4-Wheel Cart, Hand Truck.

Additionally, one or more person(s) 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. animal, storage). The employee lifts items weighing between <1 pounds and 40+ pounds when performing job tasks (e.g. animals to/from cage cage/treatment areas; receive and stock purchased supplies; position insert for surgical table).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional		
11-25 pounds:	Seldom		
26-100 pounds:	"Unable"	Maximum Force:	20 Pounds

Assistive Devices: Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 20 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. animal, storage). The employee carries items weighing between <1 pound and 20 pounds between 4 feet and 40 feet when performing job tasks (e.g. animal to/from cage/treatment table; to/from supply room).

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: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

Comments: Overhead lift/pull down is not required when performing job tasks. *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, moving and/or transporting equipment and supplies (e.g. housekeeping within hospital and treatment areas). *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, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animal; housekeeping within kennel/treatment area; vaccinate, x-ray, surgery preparation; desktop work; weigh animals, reposition surgical examination light; surgical assistance; wash/dry fabrics). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM
FREQUENCY:** Occasional

Comments: Stooping is performed when retrieving, returning, storing, adjusting, moving and/or transporting , equipment and supplies (e.g. retrieve/return animal to holding cage; housekeeping; instrument cleaning within sink; wash/dry fabrics). *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, controls, and supplies (e.g. manage animal at floor height; retrieve/return animal to lower holding cage; housekeeping). *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:** Frequent

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animals; housekeeping within kennel/treatment area; vaccinate, surgical examination preparation; weigh animals; wash/dry fabrics; reposition surgery light; instrument cleaning within sink). 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, adjusting, moving and/or transporting , equipment, controls, and supplies (e.g. twist for retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animals; housekeeping within kennel/treatment area; vaccinate, surgery preparation; weigh animals; reposition surgical examination light). *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, moving and/or transporting equipment, controls, and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animals; housekeeping kennel/treatment area; vaccinate, surgery preparation; weigh animals, reposition surgery light).

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

Comments: Kneeling is performed when performing job tasks such as retrieving, returning, storing, adjusting, moving and/or transporting , equipment, controls, and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animals; housekeeping within kennel/treatment area; vaccinate, surgery preparation; weigh animals). *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 when performing job tasks.

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. 2-step stool) located 6 feet above floor level (e.g. retrieve/return stored items). *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, adjusting, moving and/or transporting equipment and supplies (e.g. to/from meetings with collaborating agencies and/or colleagues, retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animals; housekeeping within kennel/treatment area; vaccinate, surgery preparation; weigh animals, operate business machines; provide animal owner education and instruction for wellbeing of pets). Walking length varies between 2 feet and 200+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 120-minute intervals (e.g. meetings with collaborating agencies and/or colleagues; desktop work).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 120-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animal; housekeeping within kennel/treatment area; vaccinate, x-ray, surgery preparation; weigh animals, reposition surgery light

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:	Not Required
Left:	Not Required
Both:	Not Required
Either:	Not Required
FOOT:	
Right:	Not Required
Left:	Not Required
Both:	Not Required
Either:	Seldom

Comments: Hand controls are not utilized to operate equipment.

Foot controls are utilized to operate equipment (e.g. pedal on x-ray machine, surgery table, dental cleaning device).

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Occasional
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. retrieve and return animals to/from cage/treatment area; befriending/restraining/leaching/treatment on animal; housekeeping within kennel/treatment area; vaccinate, x-ray, surgery preparation; desktop work; weigh animals, reposition surgical examination light; surgical assistance; wash/dry fabrics).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; animal medication, treatment, intubation, open/close kennel door, leach dog, feed/water animals, surgery preparation, measure and weigh animal, manage supply of surgical equipment; animal examination; desktop work; latch/unlatch cage door).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; animals, storage items).

Fine manipulation is utilized to perform job tasks (e.g. clean teeth, vaccination, draw blood; keyboard, mouse).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

Eye/hand coordination is utilized to perform job tasks (e.g. clean teeth vaccination, draw blood; keyboard, mouse).

Hand/foot coordination is utilized to perform job tasks (e.g. pedal on x-ray machine, surgery table, dental cleaning device). *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:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. animal treatment and observation, housekeeping, desktop work). *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:

ANIMAL CARE SPECIALIST III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb¹</i>	Seldom
<i>Stand Up Lift¹</i>	40 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	40 pounds	<i>Sit¹</i>	Occasional
<i>Weight Carry¹</i>	20 pounds	<i>Stand (Static)¹</i>	Frequent
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control</i>	Not Required
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Seldom
<i>Stoop¹</i>	Occasional	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)¹</i>	Seldom	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Frequent	<i>Fine Manipulation¹</i>	Occasional
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Seldom
<i>Kneel¹</i>	Occasional	<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

Dallan Aug ^{RVT}

 Contact Person
 Title

 Contact Person
 Title

 Contact Person
 Title

LA/gm