



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Animal Services Operations
Classification:	Supervisor
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2007; May 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 Animal Services Operations Supervisor plans, coordinates, schedules and oversees the daily activities of subordinate shelter personnel. Animal Services Operations Supervisor is a working supervisor position responsible for providing paraprofessional medical care and treatment of animals at the Stanislaus County Animal Services Center. Performs euthanasia as required, provides adoption counseling to potential pet owners, supervises the daily work activity of subordinate personnel, responds to emergency calls after normal duty hours and conducts animal cruelty investigations.

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. Animal traps | 26. Phone |
| 2. Axe | 27. Pitch fork |
| 3. Barrel dolly | 28. Pliers |
| 4. Bolt cutter | 29. Portable rooster cages |
| 5. Broom | 30. Pressure washer |
| 6. Cat carriers | 31. Rakes |
| 7. Computer | 32. Rolling cages |
| 8. Copy machine | 33. Rolling food bins |
| 9. Disposable gloves | 34. Rope |
| 10. Dog leash | 35. Rubber boots |
| 11. Fencing tool | 36. Safety cones |
| 12. Fire extinguishers | 37. Saws |
| 13. Halters and collars | 38. Scrapers |
| 14. Hammers | 39. Screw drivers |
| 15. Hand truck | 40. Scrubbers |
| 16. Hay hooks | 41. Shop-vac |
| 17. Hoes | 42. Small power tools |
| 18. Hoses/nozzles | 43. Squeegees |
| 19. Ketch-all (3 lengths) and nets | 44. Squeeze cages |
| 20. Keyboard | 45. Step stool |
| 21. Leather gloves | 46. Two way radio |
| 22. Miscellaneous gardening tools | 47. Weed sprayer |
| 23. Mops/brooms | 48. Wheelbarrow |
| 24. Mouse | 49. Wire |
| 25. Muzzles (various sizes) | 50. Wrenches |

*Animal Services Operations Supervisor position is required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employee must be physically capable of working in any of the job tasks within the **Animal Services Operations Supervisor** 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: Vehicle, road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees. Walk-in freezer temperature at 17 to 24 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... animal waste.	Occasional
5.	Driving: Vehicle	Occasional
6.	Exposure to excessive noise: dog barking..... <i>Hearing protection is available</i>	Occasional
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces: water, ice, undeveloped 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>	Seldom
15.	Working proximity:..... Alone: Closely with others:	Not Applicable Continuous
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

FUNCTIONAL ACTIVITIES



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

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.

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
51-100 pounds:	Not Required

Maximum Force: 50 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Drum Dolly. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, (e.g. drum door, gates, domestic animals, livestock, wildlife). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 50+ feet when performing job tasks (e.g. drum dolly moving 55-gallon drum or cart of dead animals; push and hold onto a catch pole or rope leach attached to an animal; close cages and doors; wheeled garbage container).

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
51-100 pounds:	Not Required

Maximum Force: 50 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Drum Dolly. Additionally, one or more person(s) assistance is available with forces greater than 50 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, (e.g. drum door, gates, domestic animals, livestock, wildlife). The employee exerts up to 50 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 50+ feet when performing job tasks (e.g. drum dolly moving 55-gallon drums or cart of dead animals or cleaning solution; pull and hold onto a catch pole or rope leach attached to an animal; wheel garbage container; open cages and doors; drag hose).

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:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required
Maximum Force: 50 Pounds	

Assistive Devices: One or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting animals (e.g. domestic animals, livestock, wildlife, trap, cage). The employee lifts items weighing between <1 pound and 50 pounds from/to the floor when performing job tasks (e.g. up to 50-pound sack of animal feed, barrel or truck cage; portable cage; animal; trash). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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:	Occasional
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required
Maximum Force: 50 Pounds	

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting animals (e.g. domestic animals, livestock, wildlife, trap, cage). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. up to 50-pound sack of animal feed, up to 110-pound bale of hay; dead, dying, injured and/or healthy animal into/out of animal control truck cage, portable cage, miscellaneous animal care devices; trash). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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

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

Assistive Devices: Drum Dolly, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. feed, hose, trap, cage; domestic animals, livestock or wildlife). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 50+ feet when performing job tasks (e.g. captured animals to/from cage; assist customer with trap/cage; provide medical care of animal; up to 50-pound sack of feed carried to/from truck and feed storage). *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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

MAXIMUM REQUIREMENT

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 or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, and/or transporting miscellaneous items (e.g. bird, cat). The employee lifts items weighing between <1 pound and 10+ pounds to a maximum height of 72 inches when performing job tasks (e.g. store animals in cage). *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/or supplies (i.e. reach for miscellaneous items stored on shelves). *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 animals, equipment and supplies (e.g. desktop work; manage animal and/or cage; feed animal; clean cage; grounds maintenance including sweeping and raking; wash vehicles; reach with snare/catch pole to snatch and handle animals; climb in/out of truck; reach to manually handle and/or control animals; drive truck; open/close door, drawer, file, gate; push/pull). *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, and/or transporting animals, equipment; housekeeping; and supplies (e.g. feeding/watering animals; injection for vaccination, euthanasia; microchip identification of animal; clean worksite; manage and control manually held or snared animal; locate and trap animals; yard maintenance; befriend animals). *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 and/or transporting equipment, and supplies (e.g. feed/water animal; inject for vaccination, euthanasia, microchip identification of animals; clean worksite; control and trap animals; provide medical assistance for animals). *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, controls and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; befriend, approach and/or restrain animals; manage trap; inspect, investigate/locate animals). 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 and/or transporting equipment, and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animals, lift animals into/out of cage; locate animal; facility surveillance). *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 and/or transporting equipment, and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animals, lift animals into/out of cage; locate animal and surveillance).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when performing job task (e.g. clean lower animal cages; euthanasia injection and/or maintain control of animal). *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 storage (e.g. climbing on/off up to 3-step step ladder). Maximum number of 3 steps is climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing is not required to perform job tasks.

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. manage the care and maintenance of animals; grounds and kennel maintenance; customer service; site observation; offsite meeting; animal clinic; employee training). Walking length varies between 5 feet and 400+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minutes when performing job tasks (e.g. drive vehicle; desktop work; complete document logs and forms).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 10-minute intervals when performing job tasks (e.g. customer service; site observation; care of animals; befriending animals; grounds and kennel cleaning and maintenance; employee training).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Good 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:	Occasional
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, trap, cage, rope, catch pole, gate/door latch) when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. drive vehicle; open/close door/cage; water hose nozzle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Frequent
Fine Manipulation:	Frequent
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, controls and supplies (e.g. desktop work, responding to animal and customer needs).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; animal control; feed/water animals; animal medical care; kennel and yard maintenance).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; control animals with pole, leash or handhold; push/pull; animal control; kennel and yard maintenance).

Fine manipulation is utilized to perform job tasks (e.g. door key/pad; operate hypodermic syringe; handwrite, mouse, keyboard; page turn; sort; file; key use; animal medical attention; photography).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, hypodermic injection, animal medical care; drive vehicle; animal control; mouse, keyboard; page turn; sort; file; photography).

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:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. manage the care of animals and their shelter; drive vehicle; desktop work; worksite observation and surveillance; employee training and surveillance). *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}



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STANISLAUS COUNTY
RISK MANAGEMENT

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 Services Operations Supervisor

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	50 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	50 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	50 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	50 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	50 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance¹</i>	Frequent
<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>	Frequent
<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>	Seldom
<i>Kneel¹</i>	Seldom	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

_____ Date: _____ Lyle Andersen, PT, CWCE Preparer Signature	_____ Date: _____ Contact Person Title
_____ Date: <i>5/13/16</i> Contact Person Title	_____ Date: _____ Contact Person Title

LA/ga