



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Victim Witness Assistant
Company Contact:	CEO-Recruitment Unit
Date:	August 2002

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim 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 are 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 and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; 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 Victim Witness Assistant will provide comprehensive services to victims and witnesses of all types of crimes, explain to victims and witnesses what their role will be in the legal process in which they are involved, referral to other resources and keeping witnesses apprised of the case status.

ESSENTIAL FUNCIONS – SPECIFIC DUTIES

The Following Reflects the Essential Job Task Functions:

Essential/Marginal Task(s)

Task 1: Prepare daily and monthly reports as required.	Essential
Task 2: Process and type correspondence and forms.	Essential
Task 3: Consult with and advise staff, prosecutors and others on procedures involved in providing services to witness.	Essential
Task 4: Prepare and organize all contracts with witnesses.	Essential
Task 5: Coordinate travel and lodging needs of witnesses as needed	Essential
Task 6: Maintain contact with witnesses for Case Status Information.	Essential
Task 7: Act as liaison between law enforcement and prosecutors.	Essential
Task 8: Access computer system for witness information.	Essential
Task 9: Process subpoenas.	Essential
Task 10: Input and maintain witness information in computer system.	Essential

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.

UNIFORM:

Not Required

EQUIPMENT:

- | | |
|-------------|--------------|
| 1. Computer | 4. Printer |
| 2. Keyboard | 5. Telephone |
| 3. Mouse | 6. Vehicle |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Business English and correspondence.
- 2.) Record keeping and filing systems.

EDUCATION:

- 1.) Plan and organize.
- 2.) Establish priorities and proceed accordingly.
- 3.) Work under pressure and deal effectively with a variety of personalities under stressful situations.
- 4.) Speak before public groups and staff members.
- 5.) Compose letters independently, maintain records and prepare concise reports as necessary.
- 6.) Collect statistical data.
- 7.) Comprehend and follow detailed oral and written instructions.
- 8.) Read, write and speak effectively.
- 9.) Stand for extended periods of time.

EXPERIENCE/QUALIFICATIONS:

- 1.) Two years of experience dealing directly with the public.
- 2.) Experience and training in the Criminal Justice System.
- 3.) Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Victim Witness / Assistant 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 Victim Witness / Assistant position.

WORK HOURS:

40-hour work week
Flex schedule
Call back availability

UNION:

Association of Federal, County and Municipal Employees, Local 10, Optional

ENVIRONMENTAL FACTORS

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

Seldom = 1% - 2%

Occasional = 3% - 33%

Frequent = 34% - 66%

Continuous = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery: road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures vary between 28-110 degrees.	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving equipment: vehicle	Occasional
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Not Applicable
9.	Exposure to slippery or uneven walking surfaces: field work	
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:	Not Applicable
15.	Working proximity: Alone - Closely with others -	Occasional Continuous
16.	Working inside:	Continuous
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.

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

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

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
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. carts, doors). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600 feet when performing job tasks (e.g. push up to 15 pounds of force to travel with cart; open/close doors, drawers, files, cabinets).

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
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 15 Pounds

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. carts, doors). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600 feet when performing job tasks (e.g. pull up to 15 pounds of force to travel with carts; open/close doors, drawers, files, cabinets). *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:	Seldom
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 5 Pounds

Assistive Devices: One person assistance is available with weights greater than 5 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, merchandise, and supplies (e.g. files, brochures, binders, books). The employee lifts items weighing between <1 pound and 5 pounds from/to 36 inches off the floor when performing job tasks (e.g. lift up to 5-pound boxed miscellaneous education and community outreach events material; displays; audio-visual equipment; miscellaneous files, research material; miscellaneous stored items; >5-pound case files).

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
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 5 Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 5 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, merchandise, and supplies (e.g. files, brochures, binders, books). The employee lifts items weighing between <1 pound and 5 pounds when performing job tasks (e.g. lift up to 5-pound boxed miscellaneous education and community outreach events material; displays; audio-visual equipment; miscellaneous files, research material; miscellaneous stored items; binder, case file, reports, documents; 5-pound ream of copy paper).

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

	MAXIMUM REQUIREMENT
0-10 Pounds:	Occasional
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 5 Pounds

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 5 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. court files, documents). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 600 feet when performing job tasks (i.e. carry hand or armful of miscellaneous files and documents).

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

	MAXIMUM REQUIREMENT
0-10 Pounds:	Seldom
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
76-100 Pounds:	Not Required

MAXIMUM FORCE: 5 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 5 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. files, documents, brochures). The employee lifts items weighing between >1 pound and 5 pounds to a maximum height of 84 inches when performing job tasks (e.g. reach and lift court files, documents; community outreach set-up and breakdown; overhead shelves, miscellaneous stored items; case files). *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 84 inches when retrieving, returning, storing, adjusting, moving, and/or equipment and supplies (e.g. reach for court files, documents; miscellaneous stored items). *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 when retrieving, returning, storing, operating, adjusting, moving, and/or transport equipment, controls and supplies (e.g. reach lateral or forward for desk top work; telephone, 10-key, printer, copier, fax, computer; file; handwriting; driving vehicle; case files). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9) STOOP:

MAXIMUM FREQUENCY: Not Required

Comments: Stooping is not required when performing job tasks. *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: Occasional

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 filing, storing, research; set-up and breakdown for community outreach events; case files). Maximum forward trunk flexion required is 45 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 and supplies (e.g. twist for desk top work; filing, storing, research; set-up and breakdown for community outreach events; desk top work). *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 filing, storing, research; set-up and breakdown for community outreach events).

14) KNEEL:

MAXIMUM FREQUENCY: Not Required

Comments: Kneeling is not required when performing 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 when performing job tasks.

16) STAIR CLIMB:

MAXIMUM FREQUENCY: Seldom

Comments: Stair climb is required in order to go to/from the basement, 1st, 2nd, 3rd, and/or 4th floors. Maximum number of up to 100 steps may be climbed. Elevator is available.

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 performing job tasks (e.g. walk to/from file storage, court; vehicle/office; witness location; surveillance; witness escorting; to/from meeting with collaborating agency(ies) and/or colleagues). 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 office work; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects; witness transportation; court attendance; to/from collaborating agency(ies) and/or colleagues; drive vehicle).

20) STAND: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks. (e.g. stand for customer assistance at office counter; witness location; interviewing; meeting with collaborating agency(ies) and/or colleagues).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

Comments: Good balance is required for safe walking, standing, climbing and lifting.

22) OPERATE HAND/FOOT CONTROLS:

	MAXIMUM REQUIREMENT
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) when adjusting controls (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
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, controls and supplies (e.g. computer, files, miscellaneous office equipment, vehicle).

Simple grasp is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; paper documents; miscellaneous office supplies; driving vehicle).

Firm grasp is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; paper documents; miscellaneous office supplies; driving vehicle).

Fine manipulation is utilized to perform job tasks (e.g. handwriting, keyboard, mouse, filing, page turning, sorting, telephone, 10-key).

Eye/hand coordination is utilized to perform job tasks (e.g. handwriting, keyboard, mouse, filing, page turning, sorting, telephone, 10-key; driving vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. driving vehicle).

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

24) CERVICAL RANGE OF MOTION:

	MAXIMUM REQUIREMENT
Static neutral position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desk top work; community out-reach events, customer education; presentations; drive vehicle). *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

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of **Victim Witness Assistant**.

Please note the specific summary of maximum weight and frequency requirements:

Stanislaus County	
<i>Job Task Analysis Summary</i>	
Victim Witness Assistant	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)</i> ¹	15 pounds
<i>Pull (Force)</i> ¹	15 pounds
<i>Stand Up Lift</i>	5 pounds
<i>Level Lift</i> ¹	5 pounds
<i>Weight Carry</i> ¹	5 pounds
<i>Overhead Lift/Pull Down</i>	5 pounds
<i>Overhead Reach</i>	Seldom
<i>Forward Reach</i> ¹	Frequent
<i>Stoop</i>	Not Required
<i>Squat (Unloaded)</i>	Not Required
<i>Forward Bend</i> ¹	Occasional
<i>Twist</i> ¹	Occasional
<i>Turn</i> ¹	Occasional
<i>Kneel</i>	Not Required
<i>Crawl</i>	Not Required
<i>Stair Climb</i>	Seldom

¹ The critical demands of the job.

Job Task Analysis Summary (Continued)	
Victim Witness Assistant	
Functional Activities	Maximum Requirements
Ladder Climb	Not Required
Walk¹	Occasional
Sit¹	Frequent
Stand (Static)¹	Occasional
Balance¹	Frequent
Operate Hand Controls¹	Occasional
Operate Foot Controls¹	Occasional
Simple Grasp¹	Frequent
Firm Grasp¹	Occasional
Fine Manipulation¹	Frequent
Eye/Hand Coordination¹	Frequent
Cervical Range of Motion¹	Frequent

Lyle Andersen, PT

Date:
Lyle Andersen, PT, CWCE
Preparer Signature

Carol Shively Date: *5/18/04*
Contact Person
Title *Assistant D.A.*

Date:
Contact Person
Title

David H. Andersen Date: *8/3/04*
Contact Person
Title

¹ The critical demands of the job.

LA/cm