



# Job Task Analysis

---

Employer:	<b>Stanislaus County</b>
Occupation:	Child Support Officer I, II
Company Contact:	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
Date:	October 2011, Updated April 2014
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.

Chief Executive Office – Recruitment Unit  
P.O. Box 3404, Modesto, CA 95354

Phone (209) 525-6341 Fax (209) 525-4056

---

Chief Executive Office – Risk Management Division

1010 10<sup>th</sup> St., Ste 5900, Modesto, CA 95354 Phone (209) 525-5710 Fax (209) 525-5779

<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.

**Child Support Officer I:** Entry level class of the Child Support Office series. Under direct supervision of a Child Support Officer Supervisor. As experience is gained, there is greater independence of action within established guidelines. Incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the qualifications for Child Support Officer II.

**Child Support Officer II:** Journey level class of the Child Support Officer series. Incumbents work under general supervision and are expected to be fully competent and experienced in performing a variety of difficult assignments within established guidelines.

**SPECIFIC DUTIES:** Available through the Human Resources Department at the County of Stanislaus.

<http://www.co.stanislaus.ca.us/HR/PDF/JobSpecifications.pdf>

**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       | 5. Keyboard        |
| 2. Computer     | 6. Mouse           |
| 3. Copy machine | 7. Printer/Scanner |
| 4. Facsimile    | 8. Telephone       |

*All employees within the **Child Support Officer** 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 **Child Support Officer** position.*

**ENVIRONMENTAL FACTORS**



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

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:	Not Applicable
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.	Not Applicable
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</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:.....	Not Applicable
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>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Not Applicable Constant
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

<b>0-10 pounds:</b>	Seldom	<b>Maximum Force: 15 Pounds</b>
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, moving, transporting, supplies (e.g. files, documents). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. up to 15 pounds of force to travel with cart; open/close doors, files, drawers ).

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

#### MAXIMUM REQUIREMENT

<b>0-10 pounds:</b>	Seldom	<b>Maximum Force: 15 Pounds</b>
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, moving, transporting, supplies (e.g. files, documents). The employee exerts up to 15 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. up to 15 pounds of force to travel with cart; open/close doors, files, drawers). *Pushing is the preferred method of moving carts.*

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

#### MAXIMUM REQUIREMENT

<b>0-100 pounds:</b>	Not Required	<b>Maximum Force: 0 Pounds</b>
----------------------	--------------	--------------------------------

**Assistive Devices:** Not Required.

**Comments:** A stand-up lift is not utilized to perform job tasks.

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:** 5 Pounds

**Assistive Devices:** 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, returning, storing, moving, transporting, documents, supplies (e.g. case files, documents).The employee lifts items weighing between <1 pounds and 5 pounds when performing job tasks (e.g. up to 5-pound ream of copy paper; case files; individual loose leaf documents; miscellaneous desktop equipment).

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:** 5Pounds

**Assistive Devices:** 4-Wheel Cart, Hand Truck. 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, returning, storing, moving, transporting, documents, supplies (e.g. case files, documents).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; case files; individual loose leaf documents; miscellaneous desktop equipment).

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 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 job tasks. *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:** Occasional

**Comments:** Forward reach is performed up to a distance of 24 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting, equipment, and supplies (e.g. miscellaneous case files, documents, binders; miscellaneous desktop equipment). *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 to perform 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:** Seldom

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, supplies (e.g. low storage area). Maximum forward trunk flexion required is 45 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:** 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 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 to perform job tasks. Elevator available. Maximum number of 24 steps may be climbed.

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, moving, transporting, documents, supplies (e.g. to/from parking lot, storeroom, break room, inter-departmental locations; interview; off-site outreach appointments). Work site is wheelchair accommodated. Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Constant

**Comments:** Sitting is performed for a maximum of 120-minute intervals when performing office work (e.g. desktop work, customer interview; meetings; conferences; training classes).

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

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 10-minute intervals (e.g. meetings with collaborating colleagues; operate office business machine).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Occasional

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

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

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

**Comments:** Hand controls are utilized to operate equipment (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. vehicle). *Selected employees traveling to/from court. Selected employees occasionally utilize hand/foot controls when driving a vehicle for offsite appointments.*

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

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Not Required
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Not Required

**Comments:** Grasping and coordination activities are performed when performing office work.

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; stapling, staple remove, hole punch, telephone; document/file, lift/carry).

**Firm grasping** is not utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse, handwrite, page turn, sorting, file, 10-key).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse, handwrite, page turn, sort, file, 10-key).

**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. Selected employees occasionally utilize hand/foot controls when driving a vehicle for offsite appointments.*



24.) **CERVICAL (NECK) MOVEMENT:**

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Frequent
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work; interview; drive vehicle). *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. Selected employees occasionally utilize hand/foot controls when driving a vehicle for offsite appointments.*

{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:

### Child Support Officer

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	15 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)<sup>1</sup></i>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i>	0 pounds	<i>Walk<sup>1</sup></i>	Occasional
<i>Level Lift<sup>1</sup></i>	5 pounds	<i>Sit<sup>1</sup></i>	Constant
<i>Weight Carry<sup>1</sup></i>	5 pounds	<i>Stand (Static)<sup>1</sup></i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance<sup>1</sup></i>	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i>	Not Required
<i>Forward Reach<sup>1</sup></i>	Occasional	<i>Foot Control</i>	Not Required
<i>Stoop</i>	Not Required	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i>	Not Required
<i>Forward Bend<sup>1</sup></i>	Seldom	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist</i>	Not Required	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination<sup>1</sup></i>	Not Required
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

*Jolann Sarkad*  
 \_\_\_\_\_  
 Contact Person  
 Title *HR Manager  
 Child Support Services*

Date: *9/25/14*

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

LA/ga