



JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Resource Management Specialist I, II, III & Senior
Company Contact:	CEO-Recruitment Unit
Date:	June 2013

Analysis Provided By: Lyle Andersen, PT, CWCE
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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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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 Resource Management Specialist I, II, III and Senior conducts inspections and investigations, performs research, planning and design work for environmental resource management activities.

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. Camera | 8. Keyboard |
| 2. Cell phone | 9. Mouse |
| 3. Computer | 10. Range finder |
| 4. Copy machine | 11. Stapler |
| 5. Facsimile machine | 12. Tape measure |
| 6. GPS | 13. Telephone |
| 7. Hole Punch | 14. Vehicle |

*All employees within the **Resource Management Specialist I, II, III & Senior** 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 **Resource Management Specialist I, II, III & Senior** 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: traffic, forklift, loader	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Seldom
5.	Driving: vehicle	Frequent
6.	Exposure to excessive noise:..... <i>Hearing protection is available. Occasional off-site company requirement for all visitors</i>	Seldom
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>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Frequent Frequent
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Occasional
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one person’s 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. cart, door). 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. up to 15 pounds of force to travel with cart; open/close door, drawer, file, cabinet).

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
26-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 2 or 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, adjusting, moving and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 15 pounds of force in a horizontal plane between waist and 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 door, drawer, file, cabinet).

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	Maximum Force: <u>10</u> Pounds
11-100 pounds:	Not Required	

Assistive Devices: One or more person(s) assistance is available with weights greater than 10 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. document). The employee lifts items weighing between <1 pound and 10 pounds off the floor when performing job tasks (e.g. up to 10-pound individual or stacked files, reports; miscellaneous educational materials).

Safe lifting is performed by utilizing a posture of partial squatting and a straight back. Isolated grant programs may become available from time-to-time (e.g. Tire Amnesty Program). Weight requirements of up-to 40 pounds may then be required.

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	Maximum Force: <u>10</u> Pounds
11-100 pounds:	Not Required	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. document). The employee lifts items weighing between <1 pound and 10-pounds when performing job tasks (e.g. up to 10-pound individual or stacked files; report; miscellaneous educational material).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	Maximum Force: <u>10</u> Pounds
11-100 pounds:	Not Required	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. documents). The employee carries items weighing between <1 pound and 10 pounds up to 36 inches in height when performing job tasks (e.g. up to 10-pound individual or stacked files, report; miscellaneous educational material).

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: 5 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 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. documents). The employee lifts items weighing between <1 pound and 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. up to 5-pound individual or stacked files, reports; miscellaneous educational material; promotional items).

Variables to overhead reaching will be the employee's height and anthropometric reach.

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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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. stored files, documents, miscellaneous educational material).

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
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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. for desktop work, filing, operate miscellaneous office equipment; drive vehicle; open/close door, file, drawer, cabinet).

The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9.) **STOOP:**

MAXIMUM FREQUENCY:	Not Required
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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, kneeling, or half 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. files, reports; miscellaneous educational material, office supplies; field inspection). 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:** Seldom

Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. files, reports, miscellaneous educational materials, office supplies; field work inspection; drive vehicle).
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:** Seldom

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. files, reports; miscellaneous educational materials, office supplies, field work inspection).

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:** Seldom

Comments: Stair climb is required in order to go to/from the off-site company's office; meeting room. Maximum number of 21 steps is 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, adjusting, moving and/or transporting equipment, and supplies (e.g. to/from office/parking lot; off-site company for inspection or surveillance; meetings, field work inspection). Walking length varies between 3 feet and 1,200+ 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. office work, meetings; drive vehicle).
Specific projects may require constant sitting.

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 30-minute intervals when retrieving, returning, storing, adjusting, moving and/or transporting equipment, and supplies (e.g. customer visit and/or interview; off-site company inspection/surveillance).

21.) **BALANCE:**

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

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

<u>MAXIMUM REQUIREMENT</u>	
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, mobile tracked file cabinets) when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls and supplies (e.g. drive vehicle; position mobile file cabinet).

Foot controls are utilized to operate equipment (e.g. vehicle).

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Occasional
Firm Grasp:	Seldom
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, and supplies (e.g. desktop and office work, drive vehicle).

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

Firm grasping is 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, telephone, handwrite, file, page turn, sort).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, telephone, handwrite, file, page turn, sort; drive vehicle).

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:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work; drive vehicle; off-site inspection and/or surveillance; reading and research).
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:

POSITION

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	15 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	10 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	10 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	10 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	5 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>Stoop</i>	Not Required	<i>Simple Grasp¹</i>	Occasional
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination¹</i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

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 Preparer Signature

 Contact Person
 Title

Brynn Cummins

 Contact Person
 Title **SOLID WASTE MANAGER**

 Contact Person
 Title

LA/yr