



# JOB TASK ANALYSIS

Employer:	Stanislaus County
Occupation:	Senior Environmental Health Specialist
Company Contact:	CEO-Recruitment Unit
Date:	June 2001

**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.

Chief Executive Office – Recruitment Unit  
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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 Senior Environmental Health Specialist, makes highly technical environmental inspections and investigations requiring specialized training and knowledge. Specializes in specific program areas and assists the Environmental Resources Program Manager by providing lead supervision and coordinating the work of the Environmental Health Specialists in making inspections, investigations, and enforcing sanitation regulations.

SPECIFIC DUTIES:

- 1.) Makes inspections and investigations in one or more specialty areas such as housing, solid waste disposal, water quality control, occupational health and foods.
- 2.) Assigns and coordinates specific activities of subordinate staff members.
- 3.) Recommends changes and gives instructions on corrections of deficiencies and violations.
- 4.) Instructs and trains specialists in the uniform methods of inspection and enforcement of applicable state, county and local codes and regulations.
- 5.) Evaluates procedures and makes recommendations pertaining to specialty.
- 6.) Reviews daily work reports of specialist staff.
- 7.) Provides consultation and conducts training programs in area of specialization for staff, other departments, agencies and the general public.
- 8.) Coordinates inspections and investigations with other state and local agencies.
- 9.) Makes field inspections when difficult or unusual problems exist.
- 10.) Checks and approves permits, building plans and specifications and water and sewage systems for compliance with applicable laws and regulations.
- 11.) Attends meetings, conference and addresses civic groups on sanitation topics.
- 12.) Provide administrative assistance in compiling and evaluating data and distributing information.
- 13.) Makes special investigations, studies and surveys and prepares reports.

**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:

- |                            |   |
|----------------------------|---|
| 1. Hearing protection.     | 7. Badge.   |
| 2. Eye protection.         | 8. Hard hat.  |
| 3. Hand wear protection.   | 9. Miscellaneous protections and/or gear is available at hazardous material personnel sites, as required. |
| 4. Respiratory protection. |   |
| 5. Rubber boots.           |   |
| 6. Dog spray.              |   |

EQUIPMENT:

- |                          |  |
|--------------------------|--|
| 1. Alcohol swabs         | 13. Mirror   |
| 2. Vehicle               | 14. Mud scale                                      |
| 3. Calculator            | 15. pH meter                                       |
| 4. Camera                | 16. Pool test kits                                 |
| 5. Cell phone            | 17. Rubber boots                                   |
| 6. Computer (with mouse) | 18. Septic probe                                   |
| 7. Dog spray             | 19. Staple gun                                     |
| 8. Flashlight            | 20. Test strips (chlorine, pH, quaternary ammonia) |
| 9. GPS                   | 21. Thermometers (probe, infrared)                 |
| 10. Hard hats            | 22. UV light                                       |
| 11. Level                | 23. Water sample bottles                           |
| 12. Measuring tapes      |  |

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

KNOWLEDGE:

- 1.) Basic principles and practices of personnel management, including training, staff development and performance evaluation.
- 2.) The Housing Code, Health and Safety Code, the Penal Code, and County and City ordinances as they pertain to sanitation and Public Health.
- 3.) The principles and practices of Public Health essential to identify and determine the health impact to the public and the actions necessary to protect the public.
- 4.) Basic engineering principles, chemistry, biology, epidemiology, microbiology, hydrology and geology.
- 5.) Various aspects of a sanitation program including sewage, food, housing, water, garbage, air pollution, and vector control.

EDUCATION:

- 1.) Bachelor of arts or bachelor of science degree with a major in biology, chemistry, environmental health, environmental resource management, microbiology, or related field. The coursework must meet the minimum standards and qualifications for registration as an Environmental Health Specialist under the applicable provisions of State law.

ABILITY/QUALIFICATIONS:

- 1.) Read, interpret and apply laws, rules, statutes, regulations, contracts, maps, graphs, blueprints and explain their applications to others.
- 2.) Train, coordinate, plan and supervise the work of others.
- 3.) Lead others and establish and maintain effective cooperative working relationships in accomplishing department goals.
- 4.) Develop policy proposals.
- 5.) Perform complex research and analytical work.
- 6.) Prepare clear, concise reports and correspondence.
- 7.) Advise on and handle difficult enforcement actions and investigative work.
- 8.) Review, modify, evaluate and approve complex plans and blueprints.

EXPERIENCE/QUALIFICATIONS:

- 1.) Three years of experience as an equivalent of a Specialist II in an official Public Health Agency or other related environmental resource management operation, OR, three years of experience in environmental resource management, one year of which must have included supervision, training, staff development and other related administrative experience.
- 2.) Possession of a valid Certificate of Registration as an Environmental Health Specialist issued by the State of California local Environmental Health Programs Section.

*All employees within the Senior Environmental Health Specialist 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 Senior Environmental Health Specialist position.*

WORK HOURS:

Monday through Friday  
Flex schedule

UNION:

American Federation State, County, and Municipal Employee, Local 10, Optional

## ENVIRONMENTAL FACTORS

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

<b>Seldom</b> =	Less than 1%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	1% - 33%	<b>Continuous</b> =	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 temperature varies between 28-110 degrees; walk in coolers or freezers with temperatures down to -10 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): response to customer complaints of irritating environments.	Occasional
5.	Driving material handling and cleaning equipment:	Not Applicable
6.	Exposure to excessive noise: Hearing protection is required.	Not Required
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals: illegal dump sites	Seldom to Frequent
9.	Exposure to slippery or uneven walking surfaces: water, mud, 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: (hand protection is available), hand washing during each food inspection, pool inventory inspections; utilizing testing equipment, monitoring swimming pool water for health and safety issues.	Occasional
15.	Working proximity: Alone - Closely with others -	Frequent Occasional
16.	Working inside: office, site visits	Frequent
17.	Working outside: site visits	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.

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

<b>Seldom</b> = Less than 1%	<b>Frequent</b> = 34% - 66%
<b>Occasional</b> = 1% - 33%	<b>Continuous</b> = 67% - 100%

**1) PUSH: Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.**

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

*Assistive Devices:* 2-wheeled cart. Additionally, one person 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 and/or supplies (e.g. environmental health educational materials; doors). The employee exerts up to 50 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 3 feet when performing job tasks (e.g. push up to 15 pounds force when traveling with a 2-wheeled cart; open/close doors, drawers, files; up to 50 pounds of force applies to T-bar probing, distribution box lid removal and replacement).

**2) PULL: Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.**

	MAXIMUM REQUIREMENT	
<b>0-10 Pounds:</b>	Occasional	
<b>11-25 Pounds:</b>	Seldom	
<b>26-35 Pounds:</b>	Not Required	
<b>36-50 Pounds:</b>	Not Required	
<b>51-75 Pounds:</b>	Not Required	
<b>76-100 Pounds:</b>	Not Required	<b>MAXIMUM FORCE: 15 Pounds</b>

*Assistive Devices:* 2-wheeled cart. 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/or supplies (e.g. environmental health educational materials; doors). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 400 feet when performing job tasks (e.g. pull up to 15 pounds of force traveling with a 2-wheeled cart; open/close doors, drawers, files; up to 50 pounds of force applies to T-bar probing).

**3) STAND-UP LIFT: Lifting from/to floor and waist height level.**

**MAXIMUM REQUIREMENT**

<b>0-10 Pounds:</b>	Not Required
<b>11-25 Pounds:</b>	Not Required
<b>26-35 Pounds:</b>	Not Required
<b>36-50 Pounds:</b>	Not Required
<b>51-75 Pounds:</b>	Not Required
<b>76-100 Pounds:</b>	Not Required

**MAXIMUM FORCE:** 0 Pounds

*Assistive Devices:* Not required.

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

**4) LEVEL LIFT: Lifting weight from between waist height level and chest height level for a maximum horizontal distance of four feet.**

**MAXIMUM REQUIREMENT**

<b>0-10 Pounds:</b>	Occasional
<b>11-25 Pounds:</b>	Not Required
<b>26-35 Pounds:</b>	Not Required
<b>36-50 Pounds:</b>	Not Required
<b>51-75 Pounds:</b>	Not Required
<b>76-100 Pounds:</b>	Not Required

**MAXIMUM FORCE:** 10 Pounds

*Assistive Devices:* Not required.

*Comments:* A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. lift testing devices, educational material; files). The employee lifts items weighing between <1 pound and 10 pounds up to 36 inches in height when performing job tasks (e.g. lift up to 10 pound files, documents, notices, thermometers, septic probe, level, measuring tape, cellular phone, camera).

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

**MAXIMUM REQUIREMENT**

<b>0-10 Pounds:</b>	Occasional
<b>11-25 Pounds:</b>	Not Required
<b>26-35 Pounds:</b>	Not Required
<b>36-50 Pounds:</b>	Not Required
<b>51-75 Pounds:</b>	Not Required
<b>76-100 Pounds:</b>	Not Required

**MAXIMUM FORCE:** 10 Pounds

*Assistive Devices:* 2-wheeled cart.

*Comments:* Weight carry is not required to perform job tasks. The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 200+ feet when performing job tasks (e.g. carry up to 10 pound files, documents, notices, thermometers, septic probe, level, measuring tape, cellular phone, camera).

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

**MAXIMUM REQUIREMENT**

<b>0-10 Pounds:</b>	Not Required
<b>11-25 Pounds:</b>	Not Required
<b>26-35 Pounds:</b>	Not Required
<b>36-50 Pounds:</b>	Not Required
<b>51-75 Pounds:</b>	Not Required
<b>76-100 Pounds:</b>	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:** Frequent

*Comments:* Forward reach is performed to a distance of 28 inches when retrieving, returning, adjusting equipment, controls, and/or supplies (e.g. reach in order to perform environmental testing and investigation with thermometer, chemical test equipment, flash light, camera, probes; drive vehicle; office work). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

**9) STOOPING:**

**MAXIMUM FREQUENCY:** Occasional

*Comments:* Stooping is performed when retrieving, returning, adjusting, equipment, controls, and/or supplies (e.g. stoop to reach below waist height in order to perform environmental testing and investigation with thermometer, chemical test equipment, flash light, camera, probes; drive vehicle; office work). *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) SQUATTING: (Unloaded)**

**MAXIMUM FREQUENCY:** Seldom

*Comments:* Squatting is performed when retrieving, returning, storing, adjusting equipment, controls, and/or supplies (e.g. squat to reach below waist height in order to perform environmental testing and investigation). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting*

*posture.*

**11) REPETITIVE BENDING:**

**MAXIMUM FREQUENCY:** Occasional

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, equipment, controls and/or supplies (e.g. bend to reach near or far below waist height on order to perform environmental testing and investigation). Maximum forward trunk flexion required is 60 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) TWISTING:**

**MAXIMUM FREQUENCY:** Seldom

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting, inspecting equipment, controls and/or supplies (e.g. twist in order to perform environmental testing and investigation; climb in/out of vehicle; work site surveillance). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair when available.*

**13) TURNING:**

**MAXIMUM FREQUENCY:** Seldom

**Comments:** Turning is performed when retrieving, returning, storing, adjusting equipment, controls, and/or supplies (e.g. turn in order to perform environmental testing and investigation; work site surveillance).

**14) KNEELING:**

**MAXIMUM FREQUENCY:** Seldom

**Comments:** Kneeling is performed when retrieving, returning, storing, adjusting equipment, controls, and/or supplies (e.g. kneel in order to perform environmental testing and investigation). *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 basements, two or more story buildings and entrance steps to buildings). Maximum number of 24 steps is climbed.

**17) LADDER CLIMB:**

**MAXIMUM FREQUENCY:** Seldom

**Comments:** Ladder climbing is performed onto/off of safety ladders or steps to access equipment located 8 feet above floor level (e.g. climb to/from roof top height). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

**18) WALKING:**

**MAXIMUM FREQUENCY:** Frequent

**Comments:** Walking is performed when inspecting and investigating (e.g. walk to/from office/vehicle, inspection sites/vehicle; permit inspection for public bathing areas; water supply wells; septic systems; complaint sites; surveillance; into/out of leach fields; on/off septic tanks; uneven and underdeveloped ground surfaces; embankments and slopes). Walking length varies between 3 feet and 600 feet depending on job task.

**19) SITTING:**

**MAXIMUM FREQUENCY:** Frequent

**Comments:** Sitting is performed for a maximum of 120 minute intervals when performing job tasks (e.g. sit in order to perform desk work; driving vehicle; meetings; training sessions).

**20) STANDING: (Static)**

**MAXIMUM FREQUENCY:** Occasional

**Comments:** Static standing is required to perform job tasks (e.g. stand during on-site inspection and/or investigation; surveillance; collaborating with outside agency(ies) and/or colleagues).

**21) BALANCE:**

**MAXIMUM FREQUENCY:** Frequent

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

## 22) OPERATING HAND/FOOT CONTROLS:

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

*Comments:* Hand controls are utilized to operate equipment (e.g. vehicle) when operating equipment, controls(e.g. driving vehicle). Foot controls are utilized to operate equipment (e.g. vehicle).

## 23) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
<b>Simple Grasping:</b>	Occasional
<b>Firm Grasping:</b>	Occasional
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Occasional

*Comments:* Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, transporting equipment, testing devices, and supplies (e.g. monitoring environmental sites; office work; driving vehicle).

**Simple grasping** is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; handling miscellaneous office items and testing equipment).

**Firm grasping** is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; driving vehicle, T-bar probing).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse, handwriting, page turning, sorting, filing, pouring, measuring).

**Eye/hand coordination** is utilized to perform job tasks (e.g. driving vehicle, keyboard, mouse, handwriting, page turning, sorting, filing, pouring, measuring).

**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) NECK RANGE OF MOTION:**

	MAXIMUM REQUIREMENT
<b>Static neutral position:</b>	Frequent
<b>Flexing:</b>	Occasional
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Seldom

*Comments:* Neck movement is required when performing job tasks (e.g. office work, environmental inspection and/or investigation; surveillance; customer consultation and/or complaint response; driving 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 **Senior Environmental Health Specialist**.

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

Stanislaus County	
<i>Job Task Analysis Summary</i>	
<b>Senior Environmental Health Specialist</b>	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push (Force)<sup>1</sup></i>	50 pounds
<i>Pull (Force)<sup>1</sup></i>	15 pounds
<i>Stand Up Lift</i>	0 pounds
<i>Level Lift<sup>1</sup></i>	10 pounds
<i>Weight Carry<sup>1</sup></i>	10 pounds
<i>Overhead Lift/Pull Down</i>	0 pounds
<i>Overhead Reach</i>	Not Required
<i>Forward Reach<sup>1</sup></i>	Frequent
<i>Stooping<sup>1</sup></i>	Occasional
<i>Squatting (Unloaded)</i>	Seldom
<i>Repetitive Bending<sup>1</sup></i>	Occasional
<i>Twisting<sup>1</sup></i>	Seldom
<i>Turning<sup>1</sup></i>	Seldom
<i>Kneeling</i>	Seldom
<i>Crawl</i>	Not Required
<i>Stair Climb<sup>1</sup></i>	Seldom

<sup>1</sup> Essential functions required while performing the critical demands of the job.

<i>Job Task Analysis Summary (Continued)</i>	
<b>Senior Environmental Health Specialist</b>	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Seldom
<i>Walking</i> <sup>1</sup>	Frequent
<i>Sitting</i> <sup>1</sup>	Frequent
<i>Standing (Static)</i> <sup>1</sup>	Occasional
<i>Balance</i> <sup>1</sup>	Frequent
<i>Operation of Hand Controls</i> <sup>1</sup>	Occasional
<i>Operation of Foot Controls</i> <sup>1</sup>	Occasional
<i>Simple Grasping</i> <sup>1</sup>	Occasional
<i>Firm Grasping</i> <sup>1</sup>	Occasional
<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Neck Range of Motion</i> <sup>1</sup>	Frequent

It is agreed that this document is correct.

*Lyle Andersen, PT*

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

Lyle Andersen, PT, CWCE  
Preparer Signature

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

Contact Person  
Title

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

Contact Person  
Title

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

Contact Person  
Title

<sup>1</sup> Essential functions required while performing the critical demands of the job.

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