



## JOB TASK ANALYSIS

<b>Employer:</b>	Stanislaus County
<b>Occupation:</b>	Clerical Community Aide – Parks, Library, HSA & Sheriff Office
<b>Company Contact:</b>	CEO-Recruitment Unit
<b>Date:</b>	May 2000: February 2007, Updated May 2014

**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, **Clerical Community Aide**, will work either at the Stanislaus County Library or at the Stanislaus County Parks Departments. At the Parks Department, **Clerical Community Aide** will work in Entrance Stations to assist visitors with payment of fees and instructions on Parks rules and regulations.

The Library **Clerical Community Aide** will receive, sort and shelve books and other library materials and maintain shelved files of library materials in proper order.

**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. Answering machine.               | 7. Fax machine.         |
| 2. Cart.                            | 8. Monitor.             |
| 3. Cash Register.                   | 9. Mouse/Keyboard/Wand. |
| 4. Computer.                        | 10. Step Stool.         |
| 5. Copier.                          | 11. Telephone.          |
| 6. Credit card processing machines. |                         |

*All employees within the **Clerical Community Aide** 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 **Clerical Community Aide** position.*

## ENVIRONMENTAL FACTORS



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

**Seldom** = 1% - 2%  
**Occasional** = 3% - 33%

**Frequent** = 34% - 66%  
**Constant** = 67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:..... step stool	Occasional
2.	Being around moving machinery:.....	Not Applicable
3.	Exposure to marked changes in temperature and humidity:.....	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:.....	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... alcohol prep pad, solvent	Seldom
9.	Exposure to slippery or uneven walking surfaces:.....	Not Applicable
10.	Working below ground:..... basement in Modesto Library only	Constant
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:.....	Not Applicable

## 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>	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>Maximum Force: 25 Pounds</b>

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

**Comments:** Pushing is utilized with activities such as moving equipment (e.g. cart, drawer, door). The employee exerts up to 25 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100+ feet when performing job tasks (e.g. 4-wheel cart; open/close door, drawer, file).

2.) **PULL**: *Pulling activities may require use of the back in conjunction with leg and arm 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>Maximum Force: 25 Pounds</b>

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 25 pounds.

**Comments:** Pulling is utilized with activities such as moving equipment (e.g. cart, drawer, door). The employee exerts up to 25 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. 4-wheel cart; open/close door, drawer, file). *Pushing is the preferred method of moving carts.*

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

<b>0-10 pounds:</b>	Frequent	
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Not Required	
<b>36-50 pounds:</b>	Not Required	
<b>51-75 pounds:</b>	Not Required	<b>Maximum Force: <u>15</u> Pounds</b>

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 15 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. documents, inventory). The employee lifts items weighing between less than 1 pound and 15 pounds when performing job tasks (e.g. books, pamphlets, magazines, microfilm, videos, DVD; cased or individual files; binder; job specific items). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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**

<b>0-10 pounds:</b>	Frequent	
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Not Required	
<b>36-50 pounds:</b>	Not Required	
<b>51-75 pounds:</b>	Not Required	<b>Maximum Force: <u>15</u> Pounds</b>

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

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. documents, inventory). The employee lifts items weighing between less than 1 pound and 15 pounds when performing job tasks (e.g. book, pamphlet, magazine, microfilm, video, DVD; cased or individual files; binder; job specific items).

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

<b>0-10 pounds:</b>	Frequent	
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Not Required	
<b>36-50 pounds:</b>	Not Required	
<b>51-75 pounds:</b>	Not Required	<b>Maximum Force: <u>15</u> Pounds</b>

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

**Comments:** Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. documents, inventory). The employee carries items weighing between less than 1 pound and 15 pounds between 5 feet and 100+ feet when performing job tasks (e.g. book, pamphlet, magazine, microfilm, video, DVD; cased or individual files; binder; job specific items).

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

<b>0-10 pounds:</b>	Frequent	
<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>Maximum Force: 15 Pounds</b>

**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 15 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. documents, inventory). The employee lifts items weighing between less than 1 pound and 15 pounds to a maximum height of 78 inches when performing job tasks (e.g. books, pamphlets, magazines, microfilm, videos, DVD; cased or individual files; binder; job specific items). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

**MAXIMUM FREQUENCY:** Frequent

**Comments:** Overhead reach is performed to a maximum height of 78 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific 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 up to a distance of 28 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. desktop work; books, magazines, pamphlets, microfilm, videos, DVD; education and customer service; push/pull cart; documents, inventory; cased or individual files; job specific items). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

**MAXIMUM FREQUENCY:** Occasional

**Comments:** Stooping is performed when retrieving, returning, storing, adjusting, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items). *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, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items). *Squatting may be minimized or avoided by substituting alternate positions of sitting, bending, half-kneeling or kneeling. Partial squatting is a preferred lifting posture.*

**11.) FORWARD BEND:****MAXIMUM FREQUENCY:** Frequent

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items). 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, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items). *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:** Frequent

**Comments:** Turning is performed when retrieving, returning, storing, adjusting, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items).

**14.) KNEEL:****MAXIMUM FREQUENCY:** Occasional

**Comments:** Kneeling is performed when retrieving, returning, storing, adjusting, sorting, moving and/or transporting equipment and supplies (e.g. books, magazines, pamphlets, microfilm, videos, DVD; documents, inventory; cased or individual files; job specific items). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

**15.) CRAWL:****MAXIMUM FREQUENCY:** Seldom

**Comments:** Crawling is performed when retrieving books (e.g. search and remove books misplaced or fallen behind library shelving units).

**16.) STAIR CLIMB:****MAXIMUM FREQUENCY:** Occasional

**Comments:** Stair climb is performed onto/off of step stools or steps to access equipment, and supplies (e.g. miscellaneous library collections) located 7 feet above floor level (e.g. step stool and reach for books, magazines, pamphlets and microfilm; binders; job specific items). Maximum number of 2 steps is climbed. Elevator is available.

17.) **LADDER CLIMB:****MAXIMUM FREQUENCY:** Not Required

**Comments:** Ladder climb is not required when performing job tasks. *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:****MAXIMUM FREQUENCY:** Frequent

**Comments:** Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting supplies (e.g. books, magazines, pamphlets, microfilm, video, DVD; collections search; files; job specific items). Walking length varies between 3 feet and 100+ feet depending on job task.

19.) **SIT:****MAXIMUM FREQUENCY:** Occasional

**Comments:** Sitting is performed performing job tasks (e.g. desktop work; miscellaneous office procedures; meetings).

20.) **STAND: (Static)****MAXIMUM FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 120-minute intervals when retrieving, returning, storing, adjusting, sorting, supplies (e.g. counter work; inventory search; operate business machines).

21.) **BALANCE:****MAXIMUM FREQUENCY:** Constant

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

22.) **HAND/FOOT CONTROL:****MAXIMUM REQUIREMENT****HAND:****Right:** Not Required**Left:** Not Required**Both:** Not Required**Either:** Not Required**FOOT:****Right:** Not Required**Left:** Not Required**Both:** Not Required**Either:** Not Required

**Comments:** Hand/Foot controls are not required to perform job tasks. *Driving a vehicle may be required in certain job specific requirements on a seldom basis.*

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

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

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving equipment and supplies (e.g. desktop work, file, sort).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; operate office equipment, push/pull cart; handle books, magazines, pamphlets, microfilm, videos; bar code reading).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; operate miscellaneous office equipment; push/pull cart).

**Fine manipulation** is utilized to perform job tasks (e.g. computer keyboard, mouse; page turn, handwrite, page turn; operate office equipment).

**Eye/hand coordination** is utilized to perform job tasks (e.g. computer keyboard, mouse; handwrite, page turn; operate office equipment; file, sort).

**Hand/foot coordination** is not required to perform job tasks.

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

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

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

**Comments:** Neck movement is required when performing job tasks (e.g. collection search; operating office equipment, push/pull cart; handle books, magazines, pamphlets, microfilm, videos, DVD; desktop and/or counter work).

*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>
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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:

### CLERICAL COMMUNITY AIDE I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	25 pounds	<i>Stair Climb</i> <sup>1</sup>	Occasional
<i>Pull (Force)</i> <sup>1</sup>	25 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	15 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	15 pounds	<i>Sit</i> <sup>1</sup>	Occasional
<i>Weight Carry</i> <sup>1</sup>	15 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i>	15 pounds	<i>Balance</i> <sup>1</sup>	Constant
<i>Overhead Reach</i> <sup>1</sup>	Frequent	<i>Hand Control</i>	Not Required
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i>	Not Required
<i>Stoop</i> <sup>1</sup>	Occasional	<i>Simple Grasp</i> <sup>1</sup>	Constant
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> <sup>1</sup>	Occasional
<i>Forward Bend</i> <sup>1</sup>	Frequent	<i>Fine Manipulation</i> <sup>1</sup>	Occasional
<i>Twist</i>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Constant
<i>Turn</i> <sup>1</sup>	Frequent	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel</i>	Occasional	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Seldom		

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

*Lyle Andersen, PT*

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

Lyle Andersen, PT, CWCE  
Preparer Signature

*Heidi Hidalgo*

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

Heidi Hidalgo  
Injury Management Coordinator

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

Contact Person  
Title

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

Contact Person  
Title

LA/ys