



Job Task Analysis

| | |
|------------------------------|---|
| Employer: | Stanislaus County |
| Occupation: | Confidential Assistant |
| Classification: | I, II, III, IV, V |
| Company Contact: | Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770 |
| Date: | April 2007; August 2016 |
| Analysis Provided By: | Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road 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.

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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, Confidential Assistants I, II, III, IV, V perform difficult and specialized secretarial or legal clerical work of a varied and confidential nature often involving the exercise of independent judgment and initiative based upon skills, knowledge and abilities. The Confidential Assistant classification are highly skilled and independently perform a wide variety of complex clerical and legal clerical duties associated with personnel, budget, accounting, and risk management. Incumbents in this class will have a thorough knowledge of office procedures and regulations and the ability to perform these duties with minimum direction or supervision.

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. 2-hole punch | 19. Manual Stapler |
| 2. 3-hole punch | 20. Micro fiche printer |
| 3. 4-wheeled carts/baskets | 21. Micro fiche reader |
| 4. 4-wheeled cart | 22. Monitor |
| 5. 10-key calculator | 23. Numbering machine (stamp) |
| 6. Alphabetic/numeric paper sorters | 24. Paper cutter |
| 7. Automobile/Vehicle | 25. Pencils/Pens |
| 8. Combination push button door lock | 26. Photocopy machine |
| 9. Computer Monitor | 27. Scissors |
| 10. Desk | 28. Shelves |
| 11. Electric pencil sharpener | 29. Standard/large stapler |
| 12. Electronic Stapler | 30. Staple remover |
| 13. Facsimile machine | 31. Step stools |
| 14. File cabinets | 32. Tape dispenser (heavy duty) |
| 15. File marking machine/table | 33. Tape recorder (electronic recorder for courtroom) |
| 16. Keyboard/mouse | 34. Telephone |
| 17. Laser printer | 35. Time stamp machine |
| 18. Letter opener/shaker machine | 36. Typewriter |

*All employees within the **Confidential Assistant I, II, III, IV, V** 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 **Confidential Assistant I, II, III, IV, V** 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:..... | 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 :..... | Not Applicable |
| 5. | Driving :..... vehicle | Seldom |
| 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:..... | 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:..... | 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

| | | |
|----------------------|--------------|---------------------------------|
| 0-10 pounds: | Occasional | Maximum Force: 15 Pounds |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-50 pounds: | Not Required | |
| 51-75 pounds: | Not Required | |

Assistive Devices: 4-wheeled 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 and/or transporting product 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 100+ 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.*

MAXIMUM REQUIREMENT

| | | |
|----------------------|--------------|---------------------------------|
| 0-10 pounds: | Occasional | Maximum Force: 15 Pounds |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-50 pounds: | Not Required | |
| 51-75 pounds: | Not Required | |

Assistive Devices: 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 and/or transporting product 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 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>15</u> Pounds |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-50 pounds: | Not Required | |
| 51-75 pounds: | Not Required | |

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 and/or transporting supplies (e.g. file, binder, book). The employee lifts items weighing between less than 1 pound and 15+ pounds from/to the floor when performing job tasks (e.g. up to 15-pound miscellaneous box; stacked or individual files; documents; binder). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back. Specific work tasks may require lifting up to 30-pound weighted objects, assistance is available.*

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>15</u> Pounds |
| 11-25 pounds: | Seldom | |
| 26-35 pounds: | Not Required | |
| 36-50 pounds: | Not Required | |
| 51-75 pounds: | Not Required | |

Assistive Devices: 4-Wheel Cart. 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 and/or transporting supplies (e.g. documents). The employee lifts items weighing between less than 1 pound and 15+ pounds when performing job tasks (e.g. up to 15-pound miscellaneous boxed items; research material; miscellaneous stored items; binder, reports, hand or armful of miscellaneous document/files; 5-pound ream of copy paper).

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 |
| 11-25 pounds: | Not Required | |
| 26-35 pounds: | Not Required | |
| 36-50 pounds: | Not Required | |
| 51-75 pounds: | Not Required | |

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, One person's assistance is available with weights greater than 10 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning and/or transporting supplies (e.g. documents). The employee carries items weighing between less than 1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. hand or armful of miscellaneous files, documents; up to 10-pound box of documents; 5-pound ream of copy paper; up to 10-pound binder).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object 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 |

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's assistance is available with weights greater than 5 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning and/or storing supplies (e.g. file, document). The employee lifts items weighing between less than 1 pound and 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. files, documents; overhead shelf storage; miscellaneous stored items). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Seldom

Comments: Overhead reach is required to perform job tasks. (e.g. files, documents; overhead shelf storage; misc 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 maximum distance of 28 inches when retrieving, returning, storing, transporting and/or utilizing equipment and supplies (e.g. desktop work; telephone, 10-key calculator, printer, copier, facsimile, computer; file; drive vehicle; open/close door, file, drawer). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM FREQUENCY:** Seldom

Comments: Stooping is performed when retrieving, returning, storing and/or adjusting supplies (e.g. storage shelf, cabinet). *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 when performing 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 and/or adjusting supplies (e.g. lift; document file, store, search; operate business equipment). 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 and/or adjusting supplies (e.g. desktop or counter work; document file, store, search). *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:** Occasional

Comments: Turning is performed when retrieving and/or returning supplies (e.g. document file, store, search; operate business machine).

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, sitting, 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 to perform job tasks. (e.g. 1 or 2-step stool). *Ramps and elevators are available.*

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

Comments: Ladder climbing 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: Occasional

Comments: Walking is performed when retrieving, returning and/or transporting supplies (e.g. to/from file storage, collaborating agencies and/or colleagues, parking lot/office). Walking length varies between 3 feet and 400+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when reading, writing, operating and/or utilizing equipment and supplies (e.g. desktop work; miscellaneous projects; meetings with collaborating agencies and/or colleagues; drive vehicle).

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when utilizing equipment and supplies (e.g. meetings with collaborating agencies and/or colleagues; file; operate business machines; counter work).

21.) **BALANCE:**

MAXIMUM FREQUENCY: Frequent

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

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

| <u>MAXIMUM REQUIREMENT</u> | |
|-----------------------------------|--------------|
| HAND: | |
| Right: | Seldom |
| Left: | Seldom |
| Both: | Seldom |
| Either: | Not Required |
| FOOT: | |
| Right: | Seldom |
| 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. vehicle).

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

| MAXIMUM REQUIREMENT | |
|-------------------------|------------|
| Simple Grasp: | Frequent |
| Firm Grasp: | Occasional |
| Fine Manipulation: | Constant |
| Eye/Hand Coordination: | Frequent |
| Hand/Foot Coordination: | Seldom |

Comments: Grasping and coordination activities are performed when preparing and/or utilizing supplies and equipment (e.g. computer, files, miscellaneous office equipment; vehicle).

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

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. handwrite, keyboard, mouse, file, page turn, batch, sort; telephone, 10-key calculator).

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

| MAXIMUM REQUIREMENT | |
|--------------------------|------------|
| Static Neutral Position: | Frequent |
| Flexing: | Frequent |
| Rotating: | Occasional |
| Extending: | Seldom |

Comments: Neck movement is required when performing job tasks (e.g. desktop work; file, sort, read, operate business machines; 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.

{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:

CONFIDENTIAL ASSISTANT I, II, III, IV, V

| Functional Activities | Maximum Requirements | Functional Activities | Maximum Requirements |
|------------------------------------|----------------------|--|----------------------|
| <i>Push (Force)</i> ¹ | 15 pounds | <i>Stair Climb</i> ¹ | Seldom |
| <i>Pull (Force)</i> ¹ | 15 pounds | <i>Ladder Climb</i> | Not Required |
| <i>Stand Up Lift</i> ¹ | 15 pounds | <i>Walk</i> ¹ | Occasional |
| <i>Level Lift</i> ¹ | 15 pounds | <i>Sit</i> ¹ | Constant |
| <i>Weight Carry</i> ¹ | 10 pounds | <i>Stand (Static)</i> ¹ | Occasional |
| <i>Overhead Lift/Pull Down</i> | 5 pounds | <i>Balance</i> ¹ | Frequent |
| <i>Overhead Reach</i> ¹ | Seldom | <i>Hand Control</i> ¹ | Seldom |
| <i>Forward Reach</i> ¹ | Frequent | <i>Foot Control</i> ¹ | Seldom |
| <i>Stoop</i> | Seldom | <i>Simple Grasp</i> ¹ | Frequent |
| <i>Squat (Unloaded)</i> | Not Required | <i>Firm Grasp</i> ¹ | Occasional |
| <i>Forward Bend</i> ¹ | Occasional | <i>Fine Manipulation</i> ¹ | Constant |
| <i>Twist</i> ¹ | Occasional | <i>Eye/Hand Coordination</i> ¹ | Frequent |
| <i>Turn</i> ¹ | Occasional | <i>Hand/Foot Coordination</i> ¹ | Seldom |
| <i>Kneel</i> | Not Required | <i>Cervical (neck) Movement</i> ¹ | Frequent |
| <i>Crawl</i> | Not Required | | |

¹ The critical demands of the job.

Lyle Andersen, PT

_____ Date: _____
 Lyle Andersen, PT, CWCE
 Preparer Signature

_____ Date: _____
 Contact Person
 Title

_____ Date: _____
 Contact Person
 Title

_____ Date: _____
 Contact Person
 Title

LA/gm