



# Job Task Analysis

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|------------------------------|---|
| <b>Employer:</b>             | <b>Stanislaus County</b>  |
| <b>Occupation:</b>           | Family Services Supervisor  |
| <b>Company Contact:</b>      | Risk Management<br>1010 10 <sup>th</sup> Street<br>Modesto, California 95354<br>(209) 525-5710                                |
| <b>Date:</b>                 | May 2016  |
| <b>Analysis Provided By:</b> | Lyle Andersen, PT, CWCE<br>Andersen Physical Therapy, Inc.<br>1917 Coffee Road<br>Modesto, California 95355<br>(209) 549-4626 |

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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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<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.

Under the general supervision of the department manager, the Family Services Support Supervisor plans, organizes, and supervises the work of a unit of Family Services Specialists engaged in the provision of client services. Assists staff in resolving difficult and complex client problem. Analyzes, interprets and discusses legislation, court orders, statistics, departmental rules and regulation and trends to staff and the public.

**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. Calculator   | 7. Keyboard                   |
| 2. Cart         | 8. Mouse                      |
| 3. Computer     | 9. Optional sit/stand desktop |
| 4. Copy machine | 10. Printer                   |
| 5. Facsimile    | 11. Scanner                   |
| 6. Hole punch   | 12. Telephone                 |

*All employees within the **Family Services Supervisor** 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 **Family Services Supervisor** 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:.....<br><i>Traffic. Specific projects may seldom require driving up to 100+ miles radius.</i> | Occasional                 |
| 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: .....<br>Vehicle  | Occasional                 |
| 6.                    | Exposure to excessive noise:.....<br><i>Hearing protection is available</i>  | Not Applicable             |
| 7.                    | Exposure to radiant or electrical energy:.....   | Not Applicable             |
| 8.                    | Exposure to solvents or chemicals:.....<br><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:.....<br><i>Hand protection is available</i>                                  | Not Applicable             |
| 15.                   | Working proximity:.....<br>Alone:<br>Closely with others:  | Not Applicable<br>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>   | Seldom       |                       |                         |
| <b>11-25 pounds:</b>  | Seldom       |                       |                         |
| <b>26-100 pounds:</b> | Not Required | <b>Maximum Force:</b> | <b><u>15</u> Pounds</b> |

**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:** Pushing is utilized with activities such as retrieving, returning, storing and/or transporting, equipment, 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. 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

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

**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 and/or transporting, equipment, 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. 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**

|                       |              |                       |                 |
|-----------------------|--------------|-----------------------|-----------------|
| <b>0-10 pounds:</b>   | Seldom       |                       |                 |
| <b>11-100 pounds:</b> | Not Required | <b>Maximum Force:</b> | <u>5</u> Pounds |

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 5 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, moving, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound binder, file, document).

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>   | Occasional   |                       |                 |
| <b>11-100 pounds:</b> | Not Required | <b>Maximum Force:</b> | <u>5</u> Pounds |

**Assistive Devices:** 2 or 4-Wheel Cart, Hand Truck. Additionally, 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, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). The employee lifts items weighing between <1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound binder, file, document; laptop computer).

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

|                       |              |                       |                 |
|-----------------------|--------------|-----------------------|-----------------|
| <b>0-10 pounds:</b>   | Seldom       |                       |                 |
| <b>11-100 pounds:</b> | Not Required | <b>Maximum Force:</b> | <u>5</u> Pounds |

**Assistive Devices:** 2 or 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, and/or transporting equipment and supplies (e.g. files, educational material, miscellaneous documentation). 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 binders, file, document to/from collaborating agencies and/or inter-departmental personnel; laptop computer, brief case).

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

|                      |              |                       |                 |
|----------------------|--------------|-----------------------|-----------------|
| <b>0-100 pounds:</b> | Not Required | <b>Maximum Force:</b> | <u>0</u> 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 up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. desktop work, binder, file, documents; drive vehicle; interviewing customers; operating business machine). *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:** Occasional

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting, equipment, supplies (e.g. miscellaneous items stored or filed on shelves and/or in cabinets). *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. Frequent partial forward bending may be required when performing customer interviews while scanning documents seated at elevated office chair.*

12.) **TWIST:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving and/or transporting product, equipment, controls, merchandise and supplies (e.g. twist for miscellaneous items stored or filed on shelves and/or in cabinets; 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, supplies (e.g. miscellaneous items stored or filed on shelves or in cabinets while standing).

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, sitting, 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. Maximum number of 24 steps may be climbed. Elevator is available.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

**Comments:** Ladder climb 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, and/or moving, transporting, equipment, supplies (e.g. to/from collaborating agencies, interdepartmental personnel, classroom, interview room; parking lot). Worksite is wheelchair accessible. Walking length varies between 5 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 job tasks (e.g. desktop work; interview; meetings with collaborating agencies and/or colleagues; drive vehicle). *Some employees are equipped with desktops that offer a sit/stand option. Sitting may be minimized or avoided with the aid of individual motorized variable height sit/stand option desktop.*

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

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. presentation, interview; consulting between interdepartmental employees and/or collaborating agencies; counter work).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Frequent

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

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

| <b><u>MAXIMUM REQUIREMENT</u></b> |              |
|-----------------------------------|--------------|
| <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 perform job tasks. (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. vehicle).

*On a seldom basis specific staff may participate in off-site field work that requires extended driving.*



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

| <u>MAXIMUM REQUIREMENT</u>     |            |
|--------------------------------|------------|
| <b>Simple Grasp:</b>           | Frequent   |
| <b>Firm Grasp:</b>             | Seldom     |
| <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, moving, and/or transporting, operating equipment and supplies (e.g. miscellaneous office work).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; miscellaneous office items; open/close door, file, cabinet; drive vehicle).

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

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse; page turn, file, sort, handwrite; operate business machine).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handle miscellaneous office items; open door with I.D. badge, file; keyboard, mouse; page turn, sort, handwrite; operate business machine).

**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>      |            |
|---------------------------------|------------|
| <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, presentation, drive 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 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:

### Family Services Support Supervisor

| 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<sup>1</sup></i> | 5 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>                  | Frequent             |
| <i>Overhead Reach</i>            | Not Required         | <i>Hand Control</i>                         | Occasional           |
| <i>Forward Reach<sup>1</sup></i> | Frequent             | <i>Foot Control</i>                         | Occasional           |
| <i>Stoop</i>                     | Not Required         | <i>Simple Grasp<sup>1</sup></i>             | Frequent             |
| <i>Squat (Unloaded)</i>          | Not Required         | <i>Firm Grasp<sup>1</sup></i>               | Seldom               |
| <i>Forward Bend<sup>1</sup></i>  | Occasional           | <i>Fine Manipulation<sup>1</sup></i>        | Frequent             |
| <i>Twist<sup>1</sup></i>         | Occasional           | <i>Eye/Hand Coordination<sup>1</sup></i>    | Frequent             |
| <i>Turn<sup>1</sup></i>          | Seldom               | <i>Hand/Foot Coordination<sup>1</sup></i>   | Occasional           |
| <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

|   |             |                         |             |
|---|-------------|-------------------------|-------------|
|   | Date: _____ |                         | Date: _____ |
| Lyle Andersen, PT, CWCE<br>Preparer Signature |             | Contact Person<br>Title |             |
|   | Date: _____ |                         | Date: _____ |
| Contact Person<br>Title                       |             | Contact Person<br>Title |             |

LA/ga