



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Buyer, Senior Buyer
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	March 2009; Updated September 2014
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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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<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 division manager, **Buyer** purchases materials, supplies, equipment and services and prepares purchasing specifications. **Senior Buyer**, purchases materials, supplies, equipment and services, and develops, negotiates, reviews and evaluates bids and contracts.

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. 10-Key adding machine | 7. Mouse |
| 2. 4-Wheel Cart | 8. Pens/Pencils |
| 3. Computer | 9. Printer |
| 4. Copy machine | 10. Telephone |
| 5. Facsimile | 11. Vehicle (incidental use only) |
| 6. Keyboard | |

*All employees within the **Buyer & Senior Buyer** 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 **Buyer & Senior Buyer** 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.....	Seldom
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: 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:..... <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:..... <i>Hand protection is available</i>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Seldom Continuous
16.	Working inside:.....	Continuous
17.	Working outside:.....	Seldom

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:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-100 pounds:	Not Required
Maximum Force: <u>15</u> Pounds	

Assistive Devices: 4-wheeled cart, hand truck. Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, moving, transporting, documents (e.g. forms, files, catalogs, records, closures). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 200+ feet when performing job tasks (e.g. up to 15 pounds of push force to travel with carts; open/close doors, drawers, files).

2.) **PULL:** *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-100 pounds:	Not Required
Maximum Force: <u>15</u> Pounds	

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, storing, moving, transporting, documents (e.g. forms, files, catalog, records, closures). 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 pull force to travel with carts; open/close doors, drawers, files). *Pushing is the preferred method of moving carts.*

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

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Seldom
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: One person assistance is available with weights greater than 25 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, moving, transporting documents (e.g. forms, records, files). The employee lifts items weighing between <1 pound and 25 pounds off the floor when performing job tasks (e.g. lift up to 25 pound boxes of stored records, catalogs). *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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-100 pounds:	Not Required
Maximum Force: <u>25</u> Pounds	

Assistive Devices: 4-Wheeled Cart. Additionally, one person assistance is available with weights greater than 25 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, moving, transporting documents (e.g. forms, files, records). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. lift up to 25 pound boxes of records; up to 10 pound binders; miscellaneous documents; catalog).

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

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

Assistive Devices: 4-wheeled cart. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, moving, transporting documents (e.g. forms, files, records). The employee carries items weighing between <1 pounds and 10 pounds between 5 feet and 25+ feet when performing job tasks (e.g. carry up to 25 pound boxes of records; 5 pound ream of copy paper; up to 10 pound binders; miscellaneous documents; catalog).

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	
26-100 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 person assistance is available with weights greater than 5 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, supplies (e.g. catalogs). The employee lifts items weighing between <1pounds and 5 pounds to a maximum height of 72 inches when performing job tasks (e.g. lift to/from overhead shelves up to 5-pound reference and vendor catalogs). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Seldom

Comments: Overhead reach is performed to a maximum height of 72 inches when retrieving, returning, storing, supplies (e.g. reference and vendor catalogs). *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: Occasional

Comments: Forward reach is performed to a maximum distance of 28 inches when performing office work (e.g. reach for desktop work; financial records, 10-key; miscellaneous office equipment and supplies; drive vehicle). *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, moving, transporting documents (e.g. stoop to reach below waist height for lower shelves, files, storage). *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, stoop, 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, moving, transporting documents (e.g. bend to reach near or far below waist height for lower shelves, files, storage). 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.*

12.) **TWIST:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Twisting is required to perform job tasks (e.g. drive vehicle). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Turning is not required to perform job tasks.

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:** Not Required

Comments: Stair climb is not required to perform job tasks. Elevator is available in public buildings..

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, moving, transporting documents and supplies (e.g. walking to/from printer; copy machine, facsimile; consultation with collaborating agency and/or colleague; vendor; parking lot). *Walking length varies between 3 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 office work. (e.g. sit for desktop work; miscellaneous office procedures; meetings; drive vehicle; research).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed when retrieving, returning, storing, adjusting, moving and/or transporting supplies (e.g. stand to operate copy machine, printer, facsimile; consultation with collaborating agency and/or colleague, vendor; counterwork).

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

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

<u>MAXIMUM REQUIREMENT</u>	
Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, controls and supplies (e.g. documents, miscellaneous office items).

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. lifting and holding objects weighing 5 pounds or greater).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, 10-key, handwrite; page turn, sort; batch).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, 10-key, handwrite; page turn, sort; batch; 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:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desktop work; debriefing interview, drive vehicle, meetings). *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%
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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:

BUYER & SENIOR BUYER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	15 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	25 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	25 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	Occasional
<i>Forward Reach</i> ¹	Occasional	<i>Foot Control</i> ¹	Occasional
<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	Frequent
<i>Twist</i>	Seldom	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i>	Not Required
<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 <i>Cathy Davis</i> _____ Date: <i>9/22/14</i> Contact Person Title <i>Sr. Buyer</i>	_____ Date: _____ Contact Person Title _____ Date: _____ Contact Person Title
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