

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Community Health Worker
Classification:	I, II, III
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 2008; February 2018
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.

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 Community Health Worker I & II assists the professional staff in a variety of clinic and community-oriented health care functions, providing health insurance counseling/nutritional services to community residents. The Community Health Worker III coordinates or supervises a team of I and II level Community Health Workers and performs the more difficult clinic and community-oriented health care functions and/or provides in-service education, outreach presentations and training activities within the community.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

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-wheel luggage cart | 14. Notebook/tablet/desktop computer |
| 2. 4-wheel cart | 15. Phone/Cell phone |
| 3. Audiometer | 16. Portable scale |
| 4. Awning | 17. Power Point Projector |
| 5. Blood pressure cuff | 18. Printer |
| 6. Calculator | 19. Scale |
| 7. Computer/Laptop | 20. Stapler |
| 8. Copy machine | 21. Television |
| 9. Easel | 22. Television Cart |
| 10. Facsimile | 23. Television/Video Cassette Recorder/DVD |
| 11. Facsimile machine | 24. Thermometer |
| 12. Folding Table/Chair | 25. Vehicle |
| 13. Laminator | |

*All employees within the **Community Health Worker I, II, III** 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 **Community Health Worker I, II, III** 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.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving: vehicle.....	Occasional
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:.....	Seldom
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:	Occasional Continuous
16.	Working inside:.....	Continuous
17.	Working outside: health faire, outreach.....	Occasional

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

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 25 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 25 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		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. cart, door). The employee exerts up to 25 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 25 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		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>20</u> Pounds

Assistive Devices: One person assistance is available with weights greater than 20 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. container). The employee lifts items weighing between <1 pound and 20 pounds when performing job tasks (e.g. up to 20-pound 2-wheeled cart in/out of vehicle trunk; individual folding table/chair; boxed or handful of miscellaneous documents/brochures/booklets). *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

0-10 pounds:	Occasional		
11-25 pounds:	Seldom		
76-100 pounds:	Not Required	Maximum Force:	<u>20</u> Pounds

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 20 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. container, documents). The employee lifts items weighing between <1 pound and 20 pounds when performing job tasks (e.g. up to 20-pound 2-wheeled cart; miscellaneous certification, eligibility and educational material; lift stacking chair; open/close folding conference chair/table; weigh infant; boxed or handful of miscellaneous documents/brochures/booklets).

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

MAXIMUM REQUIREMENT

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

Assistive Devices: 2 or 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. documents). The employee carries items weighing between <1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. miscellaneous certification, eligibility and educational material, booklets).

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

0-10 pounds: Seldom
11-100 pounds: Not Required **Maximum Force:** 10 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 required to perform job tasks (e.g. documents, brochures, booklets from/to up to 72 inches). *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. miscellaneous printed material; handwrite on a wall mounted dry erase board). *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, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. desktop work; presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program; 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, adjusting, moving, and/or transporting equipment and supplies (e.g. presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach programs). *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 and supplies (e.g. presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program setup/breakdown outreach program). 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 at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. presentation and demonstration for nutrition education; weigh and measure children; operate health fairs and outreach program; 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:** Seldom

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. nutrition education; weigh and measure children; operate health fairs and outreach program).

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:** Seldom

Comments: Stair climb is required in order to go to/from the steps and stairs at private home, apartment and commercial business. Maximum number of 24 steps may be climbed.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is required to perform job tasks (e.g. climb 1 or 2-step step stool). *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, adjusting, moving, and/or transporting equipment and supplies (e.g. to/from parking lot/office, collaborating agency and/or colleague; health faire; office presentation site. Walking length varies between <1 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; meetings and presentations; driving vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. for presentation demonstration for nutritional education).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
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:**

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. desktop work; presentation and demonstration for health insurance counseling, nutritional education; operate health faire and outreach programs; drive vehicle).

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

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. keyboard, mouse, telephone key pad; handwrite, page turn; sort, file; finger stick blood test).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, telephone key pad; handwrite, page turn; sort, file; drive vehicle; finger stick blood test).

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; client education and presentations; 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:

COMMUNITY HEALTH WORKER I, II, III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb</i>	Seldom
<i>Stand Up Lift¹</i>	20 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	20 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	10 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop¹</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination¹</i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	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: <u>4/9/18</u> Contact Person Title	_____ Date: _____ Contact Person Title

LA/gm