



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Medical Records Clerk
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	January 2009; May 2015; Updated October 2022
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (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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**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 **Medical Records Clerk**, performs complex/difficult clerical work of a specialized nature. Depending on the job assignment, Medical Records Clerks may be responsible for maintaining clinical medical records and assuring that those records are complete according to established regulations and procedures.

**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. 4-Wheel cart              | 6. Scanner                             |
| 2. Computer, keyboard, mouse | 7. Stapler, hole punch, staple remover |
| 3. Copy machine              | 8. Printer                             |
| 4. Facsimile machine         | 9. Telephone                           |
| 5. Hand trunk                |  |

*All employees within the **Medical Records Clerk** 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 **Medical Records Clerk** 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: ..... Vehicle	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:..... Daylight basement	Seldom
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>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>15</u> Pounds</b>

**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, adjusting, moving, and/or transporting equipment 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 600 feet when performing job tasks (e.g. (e.g. up to 15 pounds of force to travel with cart; open/close door, drawer, cabinet; close file). *Seldomly a trained employee is designated to push 4-Wheel cart with up to 25 pounds of force while purging medical files.*

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>26-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>15</u> Pounds</b>

**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, adjusting, moving, and/or transporting equipment, 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 3 feet when performing job tasks (e.g. up to 15 pounds of force to travel with cart; open/close door, drawer, cabinet; open file).

*Pushing is the preferred method of moving carts.*

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Seldom
<b>11-25 pounds:</b>	Not Required
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force:</b> 5 Pounds	

**Assistive Devices:** One person assistance is available with weights greater than 5 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. box, chart, paper). The employee lifts items weighing between <1 pound and 5 pounds from/to the floor when performing job tasks (e.g. individual medical record weighing up to 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous documents; 3-ring binder).

*Seldomly a trained employee designated to lift up to 25-pound file box of purged documents.*

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force:</b> 5 Pounds	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 5 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. box, chart, paper). The employee lifts items weighing between <1 pound and 5 pounds from/to the floor when performing job tasks (e.g. lift individual medical record weighing less than 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous documents; 3-ring binder; boxed files).

*Seldomly a trained employee designated to level lift up to 25-pound file box of purged documents.*

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Not Required
<b>26-100 pounds:</b>	Not Required
<b>Maximum Force:</b> 5 Pounds	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck.

**Comments:** Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. box, chart, paper). The employee lifts items weighing between <1 pound and 5 pounds between 5 feet and 200+ feet when performing job tasks (e.g. individual medical record weighing less than 5 pounds; 5-pound ream of copy paper; armful stacks of miscellaneous documents; 3-ring binder). *Seldomly a trained employee designated to weight carry up to 25-pound file box of purged documents.*

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT****0-100 pounds:** Not Required      **Maximum Force:** 0 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 not utilized when performing job tasks.

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Not Required

**Comments:** Overhead reach is not required to perform job task. *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 distance of 28 inches when retrieving, returning, storing, adjusting, moving, and/or transporting documents and supplies (e.g. desktop work; copying; handling patient charts, 3-ring binders, miscellaneous documents; individual sorting of boxed medical records). *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 documents and supplies (e.g. patient charts stored on lower shelves). *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 documents and supplies (e.g. patient charts stored on lower shelves). Maximum forward trunk flexion required is 60 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:** Occasional

*Comments:* Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, and/or transporting documents and supplies (e.g. patient charts stored on shelves; work site observation; medical record search; 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 documents and supplies (e.g. patient charts stored on shelves; work site observation; medical record search).

**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 in order to go to/from basement and the second story building. Public buildings provide elevators. Maximum number of up to 42 steps may be climbed.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Not Required

*Comments:* Ladder climbing is not utilized in 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 performing job tasks (e.g. to/from parking lot, collaborating agency and/or colleague, business machine, storage room, file storage, customer service counter, mail room). 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 job tasks (e.g. desk work; drive vehicle).

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

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 5-minute intervals when performing job tasks (e.g. stand to operate business machines; customer service; chart search; interview with collaborating agency and/or colleague).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Frequent

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



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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Seldom
<b>Either:</b>	Seldom
<b>FOOT:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

**Comments:** Hand controls are utilized to operate equipment (e.g. vehicle). Foot controls are utilized to operate equipment (e.g. vehicle).

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<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>	Seldom

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

**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. lift and handle objects weighing 5 pounds or greater).

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

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

**Hand/foot coordination** is not utilized 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><u>MAXIMUM REQUIREMENT</u></b>
<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, chart search, file; 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}**

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**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:

**MEDICAL RECORDS CLERK**

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<sup>1</sup></i>	Not Required	<i>Hand Control</i>	Seldom
<i>Forward Reach<sup>1</sup></i>	Occasional	<i>Foot Control</i>	Seldom
<i>Stoop<sup>1</sup></i>	Seldom	<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>	Seldom
<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 Contact Person  
 Preparer Signature Title

*Silvia Hernandez* Date: *11/08/22* - *Medical Rec. Clerk* Date: \_\_\_\_\_  
 Contact Person Contact Person  
 Title Title

LA/gm