

# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Nurse Practitioner & Senior Nurse Practitioner
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	January 2009; September 2017
<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.

**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 a physician, a Nurse Practitioner & Senior provides a variety of primary diagnostic and medical care services including preventative health screening and patient teaching.

**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 laptop cart              | 10. Oximeter        |
| 2. Adjustable stool                 | 11. Oxygen Tank     |
| 3. Blood pressure cuff              | 12. Printer         |
| 4. Computer                         | 13. Scale           |
| 5. Exam lights                      | 14. Stethoscope     |
| 6. Liquid Nitrogen                  | 15. Syringe         |
| 7. Mouse/Keyboard                   | 16. Thermometer     |
| 8. Ophaloscope (SP)/ Ophthalmoscope | 17. Treatment table |
| 9. Otoscope                         | 18. Wheelchair      |

*All employees within the Nurse Practitioner & Senior positions 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 Nurse Practitioner & Senior positions.*

**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:.....	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 (specify):.....	Not Applicable
5.	Driving:.....	Not Applicable
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>	Occasional
9.	Exposure to slippery or uneven walking surfaces:..... Spill	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>	Occasional
15.	Working proximity:.....	Alone: Not Required Closely with others: 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.*

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Not Required
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 35 Pounds</b>	

*Assistive Devices:* 4-Wheeled Cart. Additionally, one person assistance is available with forces greater than 35 pounds.

*Comments:* Pushing is utilized with activities such as adjusting moving, and/or transporting equipment and patients (e.g. wheelchair, treatment table stand, portable support equipment, scale, gurney, linen hamper, patient transfer). The employee exerts up to 35 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 25+ feet when performing job tasks (e.g. up to 35 pounds of force to move or reposition patients within or out of treatment table/chair; push 4-wheeled patient support equipment requiring up to 35 pounds of force; turn patient on table; close drawer, file, door).

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

<u>MAXIMUM REQUIREMENT</u>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Not Required
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 35 Pounds</b>	

*Assistive Devices:* 4-Wheeled Cart. Additionally, one person assistance is available with forces greater than 35 pounds.

*Comments:* Pulling is utilized with activities such as adjusting moving, and/or transporting equipment and patients (e.g. wheelchair, treatment table stand, portable support equipment, scale, gurney, linen hamper, patient transfer, datascopes, crash cart). The employee exerts up to 35 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 5+ feet when performing job tasks (e.g. up to 35 pounds of force to move or reposition patients within or out of treatment table/chair; pull 4-wheeled patient support equipment requiring up to 35 pounds of force; turn patient on table; open drawer, file, door). *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>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-100 pounds:</b>	Not Required
<b>Maximum Force: 30 Pounds</b>	

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 30 pounds.

**Comments:** A stand-up lift is utilized with activities such as adjusting, moving, and/or transporting equipment, patients, and supplies (e.g. patient, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing between <1 pound and 30 pounds when performing job tasks (e.g up to 150+ pound fallen patient; assist patient sit/stand position; miscellaneous supplies and articles). *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.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-100 pounds:</b>	Not Required
<b>Maximum Force: 30 Pounds</b>	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 30 pounds.

**Comments:** A level lift is utilized with activities such as adjusting, moving, and/or transporting equipment, patients, and supplies (e.g. patient, miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing between <1 pound and 30 pounds when performing job tasks (e.g. assist patient with transfer and/or ambulation; assist patient sit/stand position; miscellaneous supplies and articles; miscellaneous medical evaluation equipment; infant; laptop computer).

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

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one more or person(s) assistance is available with weights greater than 25 pounds.

**Comments:** Weight carry is utilized with activities such as adjusting, moving, and/or transporting equipment, patients, and supplies (e.g. patient, miscellaneous supplies and miscellaneous equipment). The employee carries items weighing between <1 pound and 25 pounds when performing job tasks (e.g. assist with patient ambulation; miscellaneous treating supplies and equipment; documentation chart/file; miscellaneous medical evaluation equipment; infant; laptop computer).

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.

**Comments:** Overhead lift/pull down is not required in performing job tasks. *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, adjusting, and/or moving equipment and supplies (e.g. adjustment of overhead procedure light). *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, adjusting, and/or moving equipment and supplies (e.g. patient's personal items; medicating patients; patient assessment and/or treatment; dressing change; desktop work; injection administration). *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 performed 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, adjusting and/or utilizing equipment and supplies (e.g. lower shelves; applying bandages; splints; patient assessment and treatment). 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, adjusting and/or utilizing equipment and supplies (e.g. patient assessment and treatment). *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:** Occasional

*Comments:* Turning is performed when retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. patient assessment and treatment).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

*Comments:* Kneeling is performed when performing job tasks (e.g. participating in emergency cardiopulmonary resuscitation at floor level; attending to fallen patient). *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 performed when performing job tasks (e.g. step stool).

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:** Frequent

*Comments:* Walking is performed when retrieving, returning, moving, and/or transporting equipment, and supplies (e.g. provide patient care; travel between supply areas, office and examination rooms). Walking length varies between 3 feet and 200+ feet depending on job task.

19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Frequent

*Comments:* Sitting is performed for a maximum of 60-minute intervals when preparing documentation (e.g. desktop work; documentation; meeting; interview; assessment and patient treatment).

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

**MAXIMUM  
FREQUENCY:** Occasional

*Comments:* Static standing is performed for a maximum of 15-minute intervals when performing patient care activities (e.g. patient care at examination table; patient vitals; monitoring patient; worksite observation; medical assessment and treatment; assist with minor procedures; meeting with collaborating agency and/or colleague).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Frequent

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

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

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

**Comments:** Hand controls are utilized to operate equipment (e.g. examination table, wheelchair, faucet, door lever) when adjusting and/or utilizing equipment (e.g. operate wheelchair controls; lever). Foot controls are utilized to operate equipment (e.g. hand washing lever; wastebasket, examination table).

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>	Not Required

**Comments:** Grasping and coordination activities are performed when adjusting and/or preparing supplies and equipment (e.g. patient care; desktop work; medical documentation).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; patient transfer; utilize treatment and/or procedure equipment, office work).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; transfer and ambulation assistance, pump blood pressure cuff, handle treatment and procedure equipment, office work).

**Fine manipulation** is utilized to perform job tasks (e.g. control knob, button, handwrite, lever, keyboard, mouse, page turn; open/close medication container; administer medication; patient treatment).

**Eye/hand coordination** is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, patient assessment and treatments; assist with minor procedure).

**Hand/foot coordination** is not required 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. medical treatment; observe patients and their environment; assist with surgery, patient care, patient treatment; worksite observation; desktop work). *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 positions of:

### NURSE PRACTITIONER & SENIOR

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	35 pounds	<i>Stair Climb</i>	Seldom
<i>Pull (Force)</i> <sup>1</sup>	35 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	30 pounds	<i>Walk</i> <sup>1</sup>	Frequent
<i>Level Lift</i> <sup>1</sup>	30 pounds	<i>Sit</i> <sup>1</sup>	Frequent
<i>Weight Carry</i> <sup>1</sup>	25 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> <sup>1</sup>	Frequent
<i>Overhead Reach</i>	Seldom	<i>Hand Control</i> <sup>1</sup>	Seldom
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Occasional
<i>Stoop</i>	Not Required	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Occasional	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Occasional	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

Lyle Andersen, PT  
 Date: \_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

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 Date: 1/23/2018  
 Contact Person  
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A. Haldaday, RN  
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LA/gm