



JOB TASK ANALYSIS

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|-------------------------|-----------------------------------|
| Employer: | Stanislaus County |
| Occupation: | Supervising Medical Social Worker |
| Company Contact: | CEO-Recruitment Unit |
| Date: | August 2002 |

Analysis Provided By: Lyle Andersen, PT, CWCE
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INTRODUCTION:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim 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 are 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 and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; 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 Supervising Medical Social Worker plans, organizes, directs, evaluates and participates in social service programs and performs other related duties as required.

ESSENTIAL FUNCTIONS – SPECIFIC DUTIES

The Following Reflects the Essential Job Task Functions:

Essential/Marginal Task(s)

| | |
|--|-----------|
| Task 1: Plans, organizes and directs clinic social services including patient counseling, social histories, case referral, etc. | Essential |
| Task 2: Performs clinical social work, including individual and family therapy, social histories and evaluation; presents and reviews recommendations on new cases, transfers or discharges. | Essential |
| Task 3: Coordinates clinic social service activities with public and private community and welfare agencies; evaluates those services and makes necessary referrals of patients as appropriate. | Essential |
| Task 4: Interviews patients, family members, friends, etc. to assess psycho-social needs of those patients in crisis and identifies barriers to medical treatment or potential problems. | Essential |
| Task 5: Maintains casework records, provides documentations in patient charts and prepares reports and correspondence relevant to the clinic social service function. | Essential |
| Task 6: Confers with physicians, nursing staff and other related health care personnel to establish a case plan to meet each patient's specific needs. | Essential |
| Task 7: Attends meetings, workshops and conferences to keep abreast of current trends, regulations, and policies and informs others about these changes. | Essential |

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.

UNIFORM:

Not Required.

EQUIPMENT:

- | | |
|-------------|--------------|
| 1. Computer | 5. Facsimile |
| 2. Keyboard | 6. Printer |
| 3. Mouse | 7. Telephone |
| 4. Vehicle | |

Required Job-Related Knowledge, Education, Ability or Experience:

KNOWLEDGE:

- 1.) Principles and techniques of social casework and group work with special emphasis on physical or mental disability.
- 2.) Social, emotional, behavior and economic aspect of illness, disease, incapacitation, and disfigurement.
- 3.) The most appropriate post-clinic care for patients.
- 4.) Individual and group behavior with emphasis on normal growth development and family relationships.
- 5.) Socio-economic factors which promote stable family life and an understanding of the elements which affect family security.
- 6.) Available public and private community resources.
- 7.) Techniques in providing staff casework consultation, training and effective supervision.

ABILITY/QUALIFICATIONS:

- 1.) Coordinate the social services program for outpatient clinics.
- 2.) Interpret regulations and related programs, classify case problems, and evaluate the effectiveness of efforts in solving problems.
- 3.) Retain personal objectivity while emphatically dealing with the problems of others.
- 4.) Analyze situations accurately and adopt an effective course of action.
- 5.) Prepare clear, concise and comprehensive case work records, and make sound recommendations on the basis of such information.
- 6.) Recognize child abuse and neglect.
- 7.) Effectively counsel and interview patients, family members, friends, etc., in difficult and trying circumstances.
- 8.) Communicate clearly and concisely orally and in writing at a level sufficient to convey information to patients, community agencies, medical, nursing staff, etc.
- 9.) Relate effectively with community agencies in a collaborative or consultative framework.

EXPERIENCE/QUALIFICATIONS:

- 1.) Successful completion of a post-offer, pre-placement physical abilities test.

WORK HOURS:

Monday through Friday
8:00 a.m. to 5:00 p.m.

UNION:

S.E.I.U,

Local

535

ENVIRONMENTAL FACTORS

The following percentages are given in terms of an eight-hour workday:

Seldom = 1% - 2%
Occasional = 3% - 33%

Frequent = 34% - 66%
Continuous = 67% - 100%

| ENVIRONMENTAL FACTORS | | MAXIMUM FREQUENCY |
|-----------------------|---|--------------------------|
| 1. | Unprotected heights: | Not Applicable |
| 2. | Being around moving machinery: road traffic | Occasional |
| 3. | Exposure to marked changes in temperature and humidity: outside temperatures vary between 28-110 degrees. | Not Applicable |
| 4. | Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): | Not Applicable |
| 5. | Driving equipment: vehicle | Occasional |
| 6. | Exposure to excessive noise: | Not Applicable |
| 7. | Exposure to radiant or electrical energy: | Not Applicable |
| 8. | Exposure to solvents or chemicals: | Not Applicable |
| 9. | Exposure to slippery or uneven walking surfaces: home visits | Occasional |
| 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: | Not Applicable |
| 15. | Working proximity: Alone - Closely with others - | Occasional 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.

The following percentages are given in terms of an eight-hour workday:

| | |
|------------------------------|--------------------------------|
| Seldom = 1% - 2% | Frequent = 34% - 66% |
| Occasional = 3% - 33% | Continuous = 67% - 100% |

1) PUSH: Pushing activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

| | MAXIMUM REQUIREMENT |
|-----------------------|---------------------|
| 0-10 Pounds: | Occasional |
| 11-25 Pounds: | Seldom |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 25 Pounds

Assistive Devices: 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. carts, doors). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 50 feet when performing job tasks (e.g. push up to 25 pounds of force to open/close doors, drawers, files, cabinets; patient wheelchair).

2) PULL: Pulling activities may require use of the back flexors and extensors in conjunction with bicep/tricep musculature.

| | MAXIMUM REQUIREMENT |
|-----------------------|---------------------|
| 0-10 Pounds: | Occasional |
| 11-25 Pounds: | Seldom |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 25 Pounds

Assistive Devices: 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. carts, doors). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 50 feet when performing job tasks (e.g. pull up to 25 pounds of force to open/close doors, drawers, files, cabinets; patient wheelchair). *Pushing is the preferred method of moving carts.*

3) STAND-UP LIFT: *Lifting from/to floor and waist height level.*

| | MAXIMUM REQUIREMENT |
|-----------------------|---------------------|
| 0-10 Pounds: | Not Required |
| 11-25 Pounds: | Not Required |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 0 Pounds

Comments: A stand-up lift is not required to perform job tasks.

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

| | MAXIMUM REQUIREMENT |
|-----------------------|---------------------|
| 0-10 Pounds: | Occasional |
| 11-25 Pounds: | Not Required |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 5 Pounds

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

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. files, documents). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 600 feet when performing job tasks (e.g. carry hand or armful of miscellaneous files and documents; medical records; book; binder).

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

| | MAXIMUM REQUIREMENT |
|-----------------------|---------------------|
| 0-10 Pounds: | Occasional |
| 11-25 Pounds: | Not Required |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 5 Pounds

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

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. files, documents). The employee carries items weighing between <1 pound and 5 pounds between 5 feet and 600 feet when performing job tasks (e.g. carry hand or armful of miscellaneous files and documents).

6) OVERHEAD LIFT/PULL DOWN: Lifting weight from/to chest and overhead height level

MAXIMUM REQUIREMENT

| | |
|-----------------------|--------------|
| 0-10 Pounds: | Not Required |
| 11-25 Pounds: | Not Required |
| 26-35 Pounds: | Not Required |
| 36-50 Pounds: | Not Required |
| 51-75 Pounds: | Not Required |
| 76-100 Pounds: | Not Required |

MAXIMUM FORCE: 0 Pounds

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 to a distance of 28 inches when retrieving, returning, storing, operating, adjusting, moving, and/or equipment, controls and supplies (e.g. reach lateral or forward for desk top work; telephone, printer, copier, fax, computer; file; handwriting; driving 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. stoop to reach below waist height for filing, storing). *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. bend to reach near or far below waist height for filing, storing). Maximum forward trunk flexion required is 45 degrees. *Employee may minimize or 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 equipment and supplies (i.e. twist for desk top work; filing, storing). *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, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. turn for filing).

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 patient home site visits. Maximum number of up to 21 steps is climbed.

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 performing job tasks (e.g. walk to/from collaborating agency(ies) and/or colleagues; community outreach event; off-site meeting; storage room; courts; records room; miscellaneous projects; patient home site visits; to/from clinics). Walking length varies between 3 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. sit for office work; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects; patient home site visits; meetings with collaborating agency(ies) and/or colleagues; driving vehicle).

20) STAND: (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. stand when meeting with collaborating agency(ies) and/or colleagues; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects; patient home site visits).

21) BALANCE:

MAXIMUM FREQUENCY: Frequent

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

22) OPERATE HAND/FOOT CONTROLS:

| MAXIMUM REQUIREMENT | |
|---------------------|--------------|
| 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. drive vehicle).

23) UPPER AND LOWER EXTREMITY COORDINATION:

| MAXIMUM REQUIREMENT | |
|--------------------------------|------------|
| 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. computer, files, miscellaneous office equipment, vehicle).

Simple grasp is utilized to perform job tasks (e.g. lifting and manipulating objects weighing less than 5 pounds; paper documents; miscellaneous office supplies; driving vehicle).

Firm grasp is utilized to perform job tasks (e.g. lifting and handling objects weighing 5 pounds or greater; push/pull; paper documents; miscellaneous office supplies; driving vehicle).

Fine manipulation is utilized to perform job tasks (e.g. handwriting, keyboard, mouse, filing, page turning, sorting, telephone).

Eye/hand coordination is utilized to perform job tasks (e.g. handwriting, keyboard, mouse, filing, page turning, sorting, telephone, driving vehicle).

Hand/foot coordination is utilized to perform job tasks (e.g. driving vehicle).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24) CERVICAL RANGE OF MOTION:

| | MAXIMUM REQUIREMENT |
|---------------------------------|---------------------|
| Static neutral position: | Frequent |
| Flexing: | Frequent |
| Rotating: | Occasional |
| Extending: | Seldom |

Comments: Neck movement is required when performing job tasks (e.g. desk top work; patient education; presentations; drive vehicle; meetings with customers, collaborating agency(ies) and/or colleagues). *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

Enclosed are the results of the Essential and Marginal Functions of the Job Task Analysis that were obtained for the position of **Supervising Medical Social Worker**.

Please note the specific summary of maximum weight and frequency requirements:

| Stanislaus County | |
|--|-----------------------------|
| <i>Job Task Analysis Summary</i> | |
| Supervising Medical Social Worker | |
| <i>Functional Activities</i> | <i>Maximum Requirements</i> |
| <i>Push (Force)¹</i> | 25 pounds |
| <i>Pull (Force)¹</i> | 25 pounds |
| <i>Stand Up Lift</i> | 0 pounds |
| <i>Level Lift¹</i> | 5 pounds |
| <i>Weight Carry¹</i> | 5 pounds |
| <i>Overhead Lift/Pull Down</i> | 0 pounds |
| <i>Overhead Reach</i> | Not Required |
| <i>Forward Reach¹</i> | Frequent |
| <i>Stoop</i> | Seldom |
| <i>Squat (Unloaded)</i> | Not Required |
| <i>Repetitive Bend</i> | Occasional |
| <i>Twist</i> | Occasional |
| <i>Turn</i> | Occasional |
| <i>Kneel</i> | Not Required |
| <i>Crawl</i> | Not Required |
| <i>Stair Climb¹</i> | Seldom |

¹ The critical demands of the job.

| <i>Job Task Analysis Summary (Continued)</i> | |
|--|-----------------------------|
| Supervising Medical Social Worker | |
| <i>Functional Activities</i> | <i>Maximum Requirements</i> |
| <i>Ladder Climb</i> | Not Required |
| <i>Walk</i> ¹ | Occasional |
| <i>Sit</i> ¹ | Frequent |
| <i>Stand (Static)</i> ¹ | Occasional |
| <i>Balance</i> ¹ | Frequent |
| <i>Operate Hand Controls</i> ¹ | Occasional |
| <i>Operate Foot Controls</i> ¹ | Occasional |
| <i>Simple Grasp</i> ¹ | Frequent |
| <i>Firm Grasp</i> ¹ | Occasional |
| <i>Fine Manipulation</i> ¹ | Frequent |
| <i>Eye/Hand Coordination</i> ¹ | Frequent |
| <i>Cervical Range of Motion</i> ¹ | Frequent |

Lyle Andersen, PT

_____ Date:
Lyle Andersen, PT, CWCE
Preparer Signature

[Signature] _____ Date:
Contact Person
Title

[Signature] _____ Date: 8/9/04
Contact Person
Title

[Signature] _____ Date: 8-10-04
Contact Person
Title

[Signature] 8/25/04

¹ The critical demands of the job.

LA/cm