

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Therapist Aide
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	July 2001; January 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, Therapist Aide participates in secondary facility requirements as allowed in the scope of care for providing physical therapy patient care to adult and pediatric needs.

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

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

The Following Reflects Examples of Job Task Functions:		Essential/Marginal Task(s)
Task 1:	Assists in patient transfers and ambulation using proper body mechanics and regard to patient and individual safety.	Essential
Task 2:	Observes and instructs patients in proper performance of basic exercises as previously instructed by the Physical Therapist.	Essential
Task 3:	Makes good use of all time not specifically involved with patient treatment or assisting the Physical Therapist by performing all cleaning, restocking chores and pursuing education pertaining to physical therapy.	Essential
Task 4:	Maintains patient medical records as directed by the Physical Therapist.	Essential
Task 5:	Shows specific courtesy and sound judgment when working with patients and families.	Essential
Task 6:	Maintains professional conduct.	Essential
Task 7:	Immediately informs the supervising Physical Therapist of any problems or changes in the condition of a patient.	Essential
Task 8:	Maintains a clean and orderly Physical Therapy Department.	Essential
Task 9:	Keeps equipment in the proper storage areas.	Essential
Task 10:	Organizes equipment and maintains supply storage.	Essential
Task 11:	On a daily basis reviews patient progress with supervising Physical Therapist.	Essential
Task 12:	Does not modify or change treatment programs.	Essential
Task 13:	Works under the direct supervision of a Licensed Physical Therapist.	Essential
Task 14:	Physical involvement with the patients include lifting, balance support and resistant to movement.	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.

Equipment:

- | | |
|-------------------------------------|------------------------------------|
| 1. Ambulation Training Devices | 10. Stairs |
| 2. Aquatic pool | 11. TENS |
| 3. Computer | 12. Step stool |
| 4. Free weights | 13. Theraband |
| 5. Ice/heat packs | 14. Therapeutic Modality Equipment |
| 6. Isotonic exercise machine | 15. Traction |
| 7. Miscellaneous Exercise Equipment | 16. Ultrasound |
| 8. Parafin bath | 17. Walker |
| 9. Parallel bars | |

*All employees within the **Therapist Aide** 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 **Therapist Aide** position.*

ENVIRONMENTAL FACTORS

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

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

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

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:..... Step stool	Seldom
2.	Being around moving machinery:..... Portable therapy equipment on wheels, moving exercise equipment components.	Occasional
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>	Not Applicable
9.	Exposure to slippery or uneven walking surfaces:..... Spills	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.*

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required

Maximum Force: 40 Pounds

Assistive Devices: 4-Wheel Cart. Additionally, one person's assistance is available with forces greater than 40 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 40 pounds of force in a horizontal plane waist to shoulder height of a distance up to 50+ feet when performing job tasks (e.g. up to 40 pounds of force to travel with cart; wheelchair; open/close door, drawer, file, cabinet; reposition treatment table; provide soft tissue therapy; stabilize and/or reposition patient). *Patient treatment table may require repositioning. Some tables are on casters but significant effort may be required to move stationary equipment from one place to another. Portable equipment need to be moved from place to place. Patients require pushing during repositioning. Pushing is the preferred method of moving carts.*

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
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-100 pounds:	Not Required

Maximum Force: 40 Pounds

Assistive Devices: 4-Wheel Cart. Additionally, one person assistance is available with forces greater than 40 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 40 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 40 pounds of force to travel with cart; open/close door, drawer, file, cabinet; reposition treatment table; provide soft tissue therapy; stabilize and/or reposition patient). *Patient treatment table may require repositioning. Some tables are on casters but significant effort may be required to move stationary equipment from one place to another. Portable equipment needs to be moved from place to place. Patients require pulling during repositioning. 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:	Occasional	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>35</u> Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 35 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, supplies and patients. The employee lifts items weighing between less than 1 pound and 35 pounds from/to the floor when performing job tasks (e.g. up to 35-pound miscellaneous treatment or exercise equipment; housekeeping; fallen patient). *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:	Frequent	
11-25 pounds:	Occasional	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>35</u> Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 35 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, supplies and patients (e.g. exercise equipment, patient). The employee lifts items weighing between less than 1 pound and 35 pounds when performing job tasks (e.g. patient extremity; treatment table head/leg height adjustment; linen; miscellaneous stored items; medical records; hot packs; ultrasound; electrical stimulation; miscellaneous supplies; weighted exercise components; assistance with patient transfer).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional	
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	Maximum Force: <u>20</u> Pounds

Assistive Devices: 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 20 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment, supplies and patients. The employee carries items weighing between less than 1 pound and 20 pounds between 5 feet and 25+ feet when performing job tasks (e.g. miscellaneous treatment or exercise equipment; linen; miscellaneous stored items; hot packs, ultrasound, electrical stimulation; patient assistance with ambulation).

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: <u>5</u> Pounds

Assistive Devices: Step stool. One or more person(s) assistance is available with weights greater than 5 pounds.

Comments: Overhead lift/pull down is required to perform job tasks (e.g. miscellaneous store items). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) OVERHEAD REACH:**MAXIMUM
FREQUENCY:** Seldom

Comments: Overhead reach required to perform job tasks (e.g. search for stored items). *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 up to a distance of 28 inches when manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. desktop work; manage treatment table and exercise equipment adjustments; perform exercise instruction; housekeeping; miscellaneous therapy treatments; gait training and patient and patient transfer assistance). *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. managing treatment table and exercise equipment adjustments; perform exercise instruction; housekeeping; miscellaneous therapy treatments). *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:** Seldom

Comments: Squatting is required when performing job tasks (e.g. perform exercise instruction; housekeeping). *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 and/or moving equipment and supplies (e.g. managing treatment table and exercise equipment adjustments; perform exercise instruction; housekeeping; miscellaneous patient therapy treatments). Maximum forward trunk flexion required is 60 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 (e.g. manage treatment table exercise and equipment adjustments; perform exercise instruction; housekeeping; miscellaneous patient therapy treatments). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. managing treatment table exercise equipment adjustments; perform exercise instruction; housekeeping; miscellaneous patient therapy treatments).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

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. Aide working with a pediatric patient on an exercise mat or floor may choose to provide care while kneeling.*

15.) **CRAWL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Crawling is not required to perform job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Stair climb is required to perform job tasks (e.g. protective measures and/or gait training on stairs).

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is required to perform job tasks (e.g. 1, 2, or 3 step stool). *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, storing, moving and/or transporting equipment and supplies (e.g. to/from office, waiting room and treatment area; patient treatment; manage medical record; housekeeping; gait training; manage storage, linen). Walking length varies between 4 feet and >100 feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 15-minute intervals when performing job tasks (e.g. desktop work; patient observation and instruction; medical documentation).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. patient therapy treatment; medical documentation; patient observation; meeting with patient and/or colleague).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

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

Comments: Hand controls are utilized to operate equipment (e.g. exercise equipment, treatment table) when adjusting controls (e.g. head/foot positioning of treatment table). Foot controls are utilized to operate equipment (e.g. high/low treatment table).

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

Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Occasional
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Not Required

Comments: Grasping and coordination activities are performed when performing job tasks (e.g. desktop work; patient therapy treatment; housekeeping).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; ; handle patient extremity; operate therapy equipment, provide soft tissue therapy).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; handle patient extremity; assisting with patient exercise program; soft tissue therapy).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, file, page turn; operate therapy equipment; patient palpation).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, page turn; operate therapy equipment; provide soft tissue therapy; handle patient extremity).

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:**MAXIMUM REQUIREMENT**

Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work, patient observation, therapy treatment, meeting with patient and/or colleague; housekeeping). *Participation in the observation of the work environment allows 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:

THERAPIST AIDE

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	40 pounds	<i>Stair Climb</i>	Seldom
<i>Pull (Force)</i> ¹	40 pounds	<i>Ladder Climb</i>	Seldom
<i>Stand Up Lift</i> ¹	35 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	35 pounds	<i>Sit</i> ¹	Occasional
<i>Weight Carry</i> ¹	20 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i>	Seldom	<i>Hand Control</i> ¹	Seldom
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Seldom
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Occasional
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i>	Not Required
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Seldom		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

[Signature]
 Date: 11/14/18
 Contact Person
 Title

 Contact Person
 Title

Rehab Dept Manager
 Date: 11/14/18
 Contact Person
 Title

LA/gm