

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Park Supervisor
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	February 2010; July 2015
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.

Chief Executive Office – Recruitment Unit P.O. Box 3404, Modesto, CA 95354

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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 **Park Supervisor** performs a variety of tasks related to parks, grounds, recreational areas and public facilities; to supervise and direct assigned employees in construction projects, maintenance of parks and facilities, landscaped areas and equipment repairs; to assist in the planning and development of an assigned County Park, recreational area of public facility and to perform related duties as assigned.

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

http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm

<u>Safety Requirements</u>: 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-way radio
- 2. Aerator
- 3. Air tools
- 4. Arch welder
- 5. Backhoe
- 6. Backpack blower
- 7. Cellular phone
- 8. Chain saws
- 9. Chopsaw (wood or metal)
- 10. Computer
- 11. Copier
- 12. Dozer
- 13. Drill press
- 14. Dump trucks
- 15. Fax
- 16. Forklift
- 17. Gas edger
- 18. Gas gutting torch
- 19. Grinders and sanders

- 20. High pressure washer
- 21. High rangers lift truck
- 22. Jackhammer
- 23. Miscellaneous garden tools
- 24. Plumbers power snake
- 25. Portable sprinkler timer remote control
- 26. Power hedge trimmers
- 27. Power pole pruner
- 28. Power saws
- 29. Push mower
- 30. Riding lawn mower
- 31. Sign machine
- 32. Spray rigs
- 33. Table saw
- 34. Tractors
- 35. Various cement tools
- 36. Various hand tools
- 37. Weed eater

All employees within the **Park Supervisor** 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 **Park Supervisor** position.

ENVIRONMENTAL FACTORS

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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: loading dock, ladder, cliff, embankment, roof, scaffold	Seldom
2.	Being around moving machinery: traffic, gardening equipment, saw, press	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): leaf blower	Occasional
5.	Driving: truck, tractor, mower, earth moving equipment	Frequent
6.	Exposure to excessive noise: Sound levels produced up to 85dB. Chain saw, leaf blower, compressor, jackhammer. <i>Hearing protection is available</i>	Occasional
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals: <i>Protective clothing available</i>	Occasional
9.	Exposure to slippery or uneven walking surfaces: water, mud, ice, algae, embankments	Frequent
10.	Working below ground:	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:	Not Applicable
13.	Excessive vibration: weed eater	Seldom
14.	Working with hands in water or other substance: plumbing, river or lake cleanup, irrigation repair. <i>Hand protection is available</i>	Occasional
15.	Working proximity:	Occasional Frequent
16.	Working inside:	Frequent
17.	Working outside:	Frequent

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

FREQUENCY DEFINITIONS	<u>SELDOM</u>	OCCASIONAL	FREQUENT	CONSTANT
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:	Occasional		
26-35 pounds:	Occasional		
36-50 pounds:	Seldom		
51-75 pounds:	Seldom		
76-100 pounds:	Not Required	Maximum Force:	<u>60</u> Pounds

Assistive Devices: Wheelbarrow,4-Wheel Cart, Hand Truck, Tractor. Additionally, one or more person(s) assistance is available with forces greater than 60 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. dolly, cart, lawn tools, wheelbarrow, concrete, saw). The employee exerts up to 60 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. saw and other hand and power equipment; repair, maintain equipment; construct, demolish, maintain grounds and structures; push wheeled container requiring up to 60+ pounds of force).

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

MAXIMUM REQUIREMENT			
0-10 pounds:	Occasional		
11-25 pounds:	Occasional		
26-35 pounds:	Seldom		
36-50 pounds:	Seldom		
51-75 pounds:	Seldom		
76-100 pounds:	Seldom	Maximum Force:	60 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Tractor. Additionally, one or more person(s) assistance is available with forces greater than 60 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. dolly, cart, lawn tools, wheelbarrow, concrete, saw). The employee exerts up to 60 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 10+ feet when performing job tasks (e.g. saw and other hand and power equipment; repair, maintain equipment; construct, demolish, maintain grounds and structures; pull wheeled container requiring up to 60+ pounds of force; pull trap; straps). *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: Occasional 26-35 pounds: Occasional 36-50 pounds: Seldom 51-75 pounds: Not Required 76-100 pounds: Not Required Maximum Force: 50 Pounds

Assistive Devices: Hydraulic Tractor, Forklift. One or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, operating and/or transporting waste, equipment and supplies (e.g. lift to repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee lifts items weighing between less than 1 pound and 50 pounds off the floor when performing job tasks (e.g. hand and power tools; shovel loads; up to 60+-pound sacks of cement/sand; trailer tongue; branches/limbs/weeds/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 75-pound 35-gallon trash cans located in parks, lakes and camp grounds). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, and juvenile hall workers when available.

4.) <u>LEVEL LIFT</u>: 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: Frequent 26-35 pounds: Occasional 36-50 pounds: Seldom 51-75 pounds: Not Required 76-100 pounds: Not Required Maximum Force: 50 Pounds

Assistive Devices: Hydraulic Tractor, Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, operating and/or transporting waste, equipment and supplies (e.g. to repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee lifts items weighing between less than 1 pound and 50 pounds when performing job tasks (e.g. lift hand and power tools; shovel loads; up to 60+-pound sack of cement/sand; branches/limbs/weeds/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 75-pound 35-gallon trash cans located in parks, lakes and camp grounds). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, and juvenile hall workers when available.

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

MAXIMUM REQUIREMENT

0-10 pounds: Constant

11-25 pounds: Occasional

26-35 pounds: Occasional

36-50 pounds: Seldom

51-75 pounds: Not Required

Not Required

available with weights greater than 50 pounds.

Assistive Devices: Tractor, Dolly, Forklift, 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is

Maximum Force: 50 Pounds

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, dragging, moving, operating and/or transporting waste, equipment and supplies (e.g. carry to repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal block, plastic; nuts, bolts, nails, staples; pruning/trimming/cutting; dumping trash). The employee carries items weighing between less than 1 pound and 50 pounds between 5 feet and 50+ feet when performing job tasks (e.g. hand and power tools; shovel loads; up to 60+pound sack of cement/sand; branch/limb/weed/lawn clippings, rocks, concrete, lumber, sheetrock, shingles, metal siding, miscellaneous disposed items; up to 75-pound 35-gallon trash cans). County work assignments are on occasion assisted by non-paid outside labor sources including honor farm inmates, alternative work programs, general assistant recipients, and juvenile hall workers when available.

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

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: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one or more person(s) assistance is available with weights greater than 25 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, adjusting and/or transporting equipment and supplies (e.g. tools, paint roller/brush, wood, plumbing and electrical parts, shrubs, trees, branches, metal, wall material, light bulbs, air filters). The employee lifts items weighing between less than 1 pound and 25 pounds to a maximum height of 72 inches when performing job tasks (e.g. to/from overhead shelves; taping sheet rock; operating manual and power tools; repair and maintenance of overhead equipment/fixtures; removal or assembly of hardware; paint above head, replace of light bulb; repair and construction; lumber, paint, wire; saw, prune). Variables to overhead reaching will be the employee's height and anthropometric reach.

7.) **OVERHEAD REACH:**

76-100 pounds:

MAXIMUM FREQUENCY: Occasional

Comments: Comments: Overhead reach is performed to a maximum height of 84 inches when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees; dump trash; graffiti abatement). 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 maximum distance of 36 inches when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut, grounds and landscape; dump trash; graffiti abatement; shovel and rake; drive vehicle; mow, edge; desktop work; drive vehicle, operate heavy equipment). The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.

9.) **STOOP**:

MAXIMUM FREQUENCY: Occasional

Comments: Stooping is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs trees, landscape; dump trash; graffiti abatement; shovel and rake; weed). 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.) **SOUAT**: (Unloaded)

MAXIMUM FREQUENCY: Seldom

Comments: Squatting is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs trees, landscape; graffiti abatement; rake; weed). 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 operating, manipulating, handling retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut, mow/edge, leaf blow landscape; dump trash; graffiti abatement; shovel and rake; weed). 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 operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, mow/edge/leaf blow landscape; dump trash; graffiti abatement; drive vehicle). 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 operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair, and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, weed, plant, cut shrubs/trees, mow/edge, leaf blow landscape; dump trash; graffiti abatement).

14.) **KNEEL:**

MAXIMUM FREQUENCY: Seldom

Comments: Kneeling is performed when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, block, plastic; nuts, bolts, nails, staples; valves; prune, trim, weed, plant, cut shrubs/trees; graffiti abatement; irrigation repair). *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: Not Required

Comments: Stair climb is not required to perform job tasks.

17.) **LADDER CLIMB**:

MAXIMUM FREQUENCY: Occasional

Comments: Ladder climbing is performed onto/off of safety ladders or steps to access equipment, structures and supplies (e.g. repair and maintain overhead equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees; graffiti abatement; miscellaneous work projects located up to 6+ feet above floor or ground level). 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, adjusting, moving and/or transporting equipment and supplies (e.g. to/from job sites; litter control; lawn care, hose and sprinkler irrigation; site inspection; construction, demolition, repair and maintenance; trash collection; weed control; observation and/or surveillance for inspection of county property; desktop work; meetings; fee collection at park camp sites; supervision). Walking length varies between 5 feet and 1/2 mile depending on job task.

19.) **SIT**:

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when operating equipment (e.g. drive or ride to/from work site; operate light equipment; observation and/or surveillance for inspection of County property; desktop work; meetings).

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when operating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. repair and maintain equipment, grounds and structures; construction and demolition with pipe, wire, paint, wood, concrete, metal, plastic; nuts, bolts, nails, staples; prune, trim, cut shrubs/trees, landscape; trash collection; graffiti abatement). Specific work tasks may require up to frequent standing.

21.) **BALANCE**:

MAXIMUM FREQUENCY: Constant

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

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

MAXIMUM REQUIREMENT

HAND:

Right: Frequent
Left: Frequent
Both: Occasional
Either: Frequent

FOOT:

Right: Occasional
Left: Seldom
Both: Not Required
Either: Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle; power tools; miscellaneous levers and valves) when performing job tasks (e.g. drive vehicle; control hand-held and/or power tool; weed control; light and heavy equipment). Foot controls are utilized to operate equipment (e.g. drive vehicle; operate heavy and light equipment).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

MAXIMUM REQUIREMENT

Simple Grasp: Frequent
Firm Grasp: Frequent
Fine Manipulation: Frequent
Eye/Hand Coordination: Occasional
Hand/Foot Coordination: Frequent

Comments: Grasping and coordination activities are performed when retrieving, returning and/or adjusting equipment and supplies (e.g. drive and operate equipment; repair and maintenance of County owned equipment, structures and grounds).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle; maintenance, repair or construction).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; operate hand or power tools; operate heavy and light mobile equipment; construction, repair and maintenance of County equipment property and structures).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse; miscellaneous switches and buttons; lock and key; file, sort).

Eye/hand coordination is utilized to perform job tasks (e.g. operate light and heavy equipment; drive vehicle, operate hand and power tools; file, sort).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle and operate light and heavy equipment). 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: Frequent
Extending: Occasional

Comments: Neck movement is required when performing job tasks (e.g. drive and operate equipment; construction repair and maintenance of County equipment, property, structures and grounds; worksite inspection; meetings with collaborating agencies and/or colleagues; desktop work). 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.



Stanislaus County

JOB TASK ANALYSIS SUMMARY

FREQUENCY DEFINITIONS	SELDOM	OCCASIONAL	FREQUENT	CONSTANT
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:

PARK SUPERVISOR

	Maximum Requirements	Functional Activities	Maximum Requirements
Push (Force) ¹	60 pounds	Stair Climb	Not Required
Pull (Force) 1	60 pounds	Ladder Climb ¹	Occasional
Stand Up Lift ¹	50 pounds	Walk ¹	Frequent
Level Lift ¹	50 pounds	Sit ¹	Frequent
Weight Carry ¹	50 pounds	Stand (Static) 1	Occasional
Overhead Lift/Pull Down	25 pounds	Balance ¹	Constant
Overhead Reach	Occasional	Hand Control ¹	Frequent
Forward Reach ¹	Frequent	Foot Control ¹	Occasional
Stoop 1	Occasional	Simple Grasp ¹	Frequent
Squat (Unloaded)	Seldom	Firm Grasp ¹	Frequent
Forward Bend ¹	Occasional	Fine Manipulation ¹	Frequent
Twist ¹	Occasional	Eye/Hand Coordination ¹	Occasional
Turn ¹	Occasional	Hand/Foot Coordination ¹	Frequent
Kneel	Seldom	Cervical (neck) Movement ¹	Frequent
Crawl	Not Required		

Lyle andersen,	PT	9.07/10
Lyle Andersen, PT, CWCE Preparer Signature	Date:	Contact Person Title Date: 12/79/7015
Contact Person Title	Date:	Contact Person Title

LA/ga