

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Community Service Officer
Company Contact:	CEO-Recruitment Unit
Date:	October 2011; Updated July 2019
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.

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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, Community Services officer assists the public, Sheriff's Deputies and others by performing a variety of public relations, technical, clerical and manual activities related to law enforcement functions; performs other duties as assigned. Incumbents are subject to overtime, call-back, weekend and shift assignments.

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.

*All employees within the **Community Service Officer** 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 **Community Service Officer** position.*

Equipment:

- | | |
|-----------------------|--------------------------|
| 1. Absorbent Material | 11. Flares |
| 2. Camera | 12. Flashlight |
| 3. Cell Phones | 13. Hand wear protection |
| 4. Chart Stick | 14. Manometer |
| 5. Computer | 15. OC spray |
| 6. Cones | 16. Ratchet strap |
| 7. Evidence kit | 17. Radio |
| 8. Finger print kit | 18. Roll-a-tape |
| 9. Fire extinguisher | 19. Tourniquet |
| 10. First aid kit | 20. Vehicle |

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: <i>rooftops, ladders</i>	Seldom
2. Being around moving machinery: <i>traffic</i>	Frequent
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 Respiratory protection is available	Seldom
5. Driving:.....	Frequent
6. Exposure to excessive noise:..... <i>emergency response vehicles</i>	Not Applicable
7. Exposure to radiant or electrical energy:.....	Not Applicable
8. Exposure to solvents or chemicals:..... <i>bleach, ninhydrin, fingerprint powder, super glove, developer, oc spray.</i> <i>Protective wear is available.</i>	Occasional
9. Exposure to slippery or uneven walking surfaces:..... <i>water, ice, undeveloped ground</i>	Occasional
10. Working below ground:..... <i>basement, ditch</i>	Seldom
11. Unusual fatigue factors: 10-hour work day	Frequent
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:	Frequent Frequent
16. Working inside:.....	Constant
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

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

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one person’s assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment, property and supplies (e.g. crime scene evidence, personal property, storage). The employee exerts up to 25 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 25-pound force required to move miscellaneous stolen property, evidence and crime scene equipment; loading/unloading to/from truck/van; open/close drawers, doors, files, gates; miscellaneous roadway hazards; miscellaneous citizens property; traffic cone).

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

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

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one person’s assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment, property and supplies (e.g. crime scene evidence, personal property, storage). The employee exerts up to 25 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 25-pound force required to move miscellaneous stolen property, evidence and crime scene equipment; loading/unloading to/from truck/van; open/close drawers, doors, files, gates; miscellaneous roadway hazards; miscellaneous citizens property; traffic cone).

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

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

Assistive Devices: One 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, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, documents, files, binders). The employee lifts items weighing between less than 1 pound and 50 pounds when performing job tasks (e.g. documents and files; 50+-pound miscellaneous stored evidence and personal property; 16-pound dust print lifter case; up-to 15+ pound tool box; stolen property; miscellaneous roadway hazards; camera, evidence kit; miscellaneous citizens property; traffic cone). *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.*

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

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one 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, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, documents, files, binders). The employee lifts items weighing between less than 1 pound and 50 pounds when performing job tasks (e.g. documents and files; 50+ pound miscellaneous stored evidence and personal property; 16-pound dust print lifter case; up-to 15+ pound tool box).

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:	Occasional	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-75 pounds:	Not Required	
76-100 pounds:	Not Required	Maximum Force: 50 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one person's assistance is available with weights greater than 50 pounds.

Comments: Weight Carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, documents, files, binders). 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. up to 10-pound documents and files; 50+-pound miscellaneous stored evidence and personal property; 16-pound dust print lifter case; 15+ pound tool box).

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: 10 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person's assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. crime scene evidence, personal property, miscellaneous office items). The employee lifts items weighing between less than 1 pounds and 10 pounds to a maximum height of 84 inches when performing job tasks (e.g. up to 10+-pound stolen paraphernalia stored on shelves up to 84 inches in height; evidence searched). *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 84 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. locate documents or evidence located on overhead shelves or cabinets; locate and evaluate overhead crime scene location; photograph, identify and/or lift fingerprints and miscellaneous evidence). *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 32 inches when locating; retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. desktop work; maintain storage of evidence; provide public relations at reception; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift finger prints, interview and report writing; drive 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 locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation; documentation with photography; lift fingerprints, blood samples; provide lighting at scene; examination of personal items and citizens while operating the manometer). *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 performed when locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. work; maintain storage of evidence; operate evidence laboratory equipment; cameras; maintain property evidence room; maintain file and records; crime scene investigation; documentation with photography; lift fingerprints, blood samples; examination of personal items and citizens while operating the manometer). *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 locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; operate evidence laboratory equipment; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift fingerprints). *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 locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; provide public relations at reception; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift fingerprints; drive vehicle; call for service documentation on mobile data terminal). *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 locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; operate evidence laboratory equipment; provide public relations at reception; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift fingerprints).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is performed when performing job tasks such as locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; operate evidence laboratory equipment; maintain security cameras; maintain property evidence room; maintain file and records; crime scene investigation documentation with photography; lifting fingerprints, blood samples; provide lighting at scene; examination of personal items and citizens while operating the manometer). *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:** Occasional

Comments: Stair climb is required in order to go to/from the crime scene and/or evidence room to manage evidence room storage performing job tasks utilizing a portable stair equipment. Maximum number of 3-6 steps are climbed. *Public buildings provide elevators.*

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is performed onto/off of safety ladders or steps when locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. crime scene investigation documentation with photography; lift fingerprints) located 8+-feet above floor level.

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 locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. maintain storage of evidence; operate evidence laboratory equipment; provide public relations with reception; maintain security cameras, maintain property evidence room, file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift fingerprints, blood samples; provide lighting at scene; examination of personal items and citizens while operating the manometer). *Walking length varies between 3 feet and 600 feet depending on job task. Up to frequent walking within the property and evidence room.*

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when transporting equipment and evidence (e.g. desktop work; documentation of evidence, customer service at reception counter; testify in court; vehicle patrol; drive to/from crime scenes; documentation of reports and evidence). *Employee working at the citizen information window may sit constant.*

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 120-minute intervals when performing job tasks (e.g. property and evidence room management; examination of personal items and citizens while operating the manometer; interview citizens; meetings with collaborating agency and/or colleague).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Occasional
Left:	Occasional
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) when adjusting and/or transporting equipment, evidence and supplies (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

<u>MAXIMUM REQUIREMENT</u>	
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 operating, locating, retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, evidence and supplies (e.g. vehicle, audio, camera, office equipment, evidence).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; fingerprint retrieval, desktop, drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; open/close doors).

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

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, sort, page turn, lift fingerprints, photography, drive vehicle).

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

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

24.) **CERVICAL (NECK) MOVEMENT:**

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Occasional
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. customer service, crime scene investigation; desktop work; maintain storage of evidence; provide public relations at reception; maintain property evidence room; maintain file and records; discard evidence at County landfill; crime scene investigation documentation with photography; lift finger prints, interview and report writing; drive vehicle). *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:

COMMUNITY SERVICE OFFICER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	25 pounds	<i>Stair Climb</i> ¹	Occasional
<i>Pull (Force)</i> ¹	25 pounds	<i>Ladder Climb</i> ¹	Seldom
<i>Stand Up Lift</i> ¹	50 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	50 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	50 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Frequent
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Seldom	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Occasional	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

LT. BRAUNOW KZELY
 LT. PATROL WREN COMMANDER

PK

 Contact Person
 Title

Date: 10-7-19

 Contact Person
 Title

 Contact Person
 Title

LA/gm