



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Victim Advocate
Classification:	I & II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	March 2009; June 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

Phone (209) 525-6341 Fax (209) 525-4056

Chief Executive Office – Risk Management Division

1010 10th St., Ste 5900, Modesto, CA 95354 Phone (209) 525-5710 Fax (209) 525-5779

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

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 Victim Services Program Coordinator, **Victim Advocate I** conducts primary interviews for the purpose of gathering pertinent information related to departmental functions and performs related duties as required. **Victim Advocate II** differs from the Interviewer I in that the former is a journey-level position requiring the incumbent to make some independent determinations on: eligibility for program participation, referral to other sources, the public's access to departmental assistance, and a course of action to solve the public's problems or respond to their concerns.

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>

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. Cart | 7. Mouse |
| 2. Computer | 8. Printer |
| 3. Copy machine | 9. Projector |
| 4. Facsimile machine | 10. Speaker system |
| 5. Hand truck | 11. Telephone |
| 6. Keyboard | 12. Vehicle |

*All employees within the **Victim Advocate I & II** 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 **Victim Advocate I & II** position.*

ENVIRONMENTAL FACTORS



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:	Not Applicable
2.	Being around moving machinery: traffic.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving:	Occasional
6.	Exposure to excessive noise:.....	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:.....	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>	Not Applicable
15.	Working proximity:.....	Alone: Seldom Closely with others: Frequent
16.	Working inside:.....	Continuous
17.	Working outside:.....	Occasional

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-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, transporting equipment and supplies (e.g. cart, door). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600+ feet when performing job tasks (e.g. up to 25 pounds of force traveling with a 4-Wheel cart; open/close door, drawer, file, cabinet).

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-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, transporting equipment and supplies (e.g. cart, door). The employee exerts up to 25 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 5+ feet when performing job tasks (e.g. up to 25-pounds of force traveling with a 4-Wheel cart; open/close door, drawer, file, cabinet). *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:	Seldom		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

Assistive Devices: One person assistance is available with weights greater than 25 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. community outreach material). The employee lifts items weighing between <1 pounds and 25 pounds when performing job tasks (e.g. up to 25 pound audio-visual device; miscellaneous boxes or loose leaf brochures; display signs, banners, documents; files; miscellaneous office items). *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:	Occasional		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 25 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. community outreach material). The employee lifts items weighing between <1 pounds and 25 pounds when performing job tasks (e.g. up to 25 pound audio-visual device; miscellaneous boxes or loose leaf brochures; display signs, banners, documents; files; miscellaneous office items).

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

MAXIMUM REQUIREMENT

0-10 pounds:	Occasional		
11-75 pounds:	Seldom		
76-100 pounds:	Not Required	Maximum Force:	<u>15</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one person assistance is available with weights greater than 15 pounds.

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, and supplies (e.g. community outreach material). The employee carries items weighing between <1pounds and 15 pounds between 5 feet and 600+ feet when performing job tasks (e.g. up to 15 pound case files; satchel; miscellaneous office items).

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:** 5 Pounds

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person assistance is available with weights greater than 5 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, adjusting, equipment and supplies (e.g. miscellaneous overhead outreach items). The employee lifts items weighing between <1 pounds and 5 pounds to a maximum height of 84 inches when performing job tasks (e.g. case files stored on shelves; miscellaneous documents and brochures). *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, and supplies (e.g. search for case files stored on shelves; miscellaneous overhead outreach materials; sign hanging at outreach sites; assemble victim outreach display booth). *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, adjusting, moving, and/or transporting equipment, and supplies (e.g. desktop work; push/pull to open/close files, drawers, doors; file; manage victim outreach display booth; drive vehicle; set-up/breakdown community outreach events). *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. retrieve/return documents from/to file, drawer, cabinet; manage victim outreach display booth). *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. file, store, research; set-up and breakdown for community outreach events). 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, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. file, store, research; set-up and breakdown for community outreach events; drive vehicle). *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. file, store, research; set-up and breakdown for community outreach events.).

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 when performing job tasks (e.g. to/from steps at crime victim home site; steps ladder to access equipment and supplies up to 84 inches in height. *Maximum number of up to 120 steps may be climbed at the County Court House if required. Elevators and ramps are available in public buildings.*

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 performing job tasks (e.g. to/from collaborating agency and/or colleague; community outreach event; off-site meeting; storage room; court; records room; miscellaneous projects; to/from parking lot). 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 while performing office work. (e.g. desktop work; victim outreach home site visits; court room; meetings; drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when retrieving, returning, storing, adjusting, equipment and supplies (e.g. operate business machine; interview with crime victim; manage public outreach events).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
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. drive vehicle to/from crime victims; public events, fairs; meetings; transporting crime victim to/from court; crises response to crime scenes). 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 retrieving, returning, storing, adjusting, operating, moving, and/or transporting equipment, controls, and supplies (e.g. office work, vehicle; outreach material).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; miscellaneous office supplies; case files; brochures; drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; miscellaneous office supplies; case files; brochures; drive vehicle; outreach material).

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

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle; operate business machine; keyboard, mouse, telephone, handwrite, page turn, sort and file).

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:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. desktop work; drive vehicle; interview crime victims; attend off-site events). *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 position of:

VICTIM ADVOCATE I & II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	25 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	25 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	25 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	25 pounds	<i>Sit¹</i>	Frequent
<i>Weight Carry¹</i>	15 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	5 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop¹</i>	Seldom	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Occasional	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Preparer Signature: _____ Date: _____

Contact Person Title: _____ Date: _____

Contact Person Signature: *Cheryl Titus* Date: *1/5/16*

Contact Person Title: *Victim Services Program Coordinator* Date: _____

LA/ga