



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Animal Care Specialist
Classification:	Animal Care Specialist I, II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	March 2016; Updated November 2022
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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<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 department manager, the Animal Care Specialist I & II performs a variety of skilled and unskilled duties in the general maintenance, care and disposal of animals. Incumbents clean, sanitize kennels and cages, handle often fractious animals including domestic pets, wildlife, small and large livestock. The incumbent will be required to assist in performing humane euthanasia as required and vaccinate animals.

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.

Equipment:

- | | |
|------------------------------------|----------------------------|
| 1. Animal traps | 26. Phone |
| 2. Axe | 27. Pitch fork |
| 3. Barrel dolly | 28. Pliers |
| 4. Bolt cutter | 29. Portable rooster cages |
| 5. Broom | 30. Pressure washer |
| 6. Cat carriers | 31. Rakes |
| 7. Computer | 32. Rolling cages |
| 8. Copy machine | 33. Rolling food bins |
| 9. Disposable gloves | 34. Rope |
| 10. Dog leash | 35. Rubber boots |
| 11. Fencing tool | 36. Safety cones |
| 12. Fire extinguishers | 37. Saws |
| 13. Halters and collars | 38. Scrapers |
| 14. Hammers | 39. Screw drivers |
| 15. Hand truck | 40. Scrubbers |
| 16. Hay hooks | 41. Shop-vac |
| 17. Hoes | 42. Small power tools |
| 18. Hoses/nozzles | 43. Squeegees |
| 19. Ketch-all (3 lengths) and nets | 44. Squeeze cages |
| 20. Keyboard | 45. Step stool |
| 21. Leather gloves | 46. Two way radio |
| 22. Miscellaneous gardening tools | 47. Weed sprayer |
| 23. Mops/brooms | 48. Wheelbarrow |
| 24. Mouse | 49. Wire |
| 25. Muzzles (various sizes) | 50. Wrenches |

*All employees within the **Animal Care Specialist 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 **Animal Care Specialist I, II** 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:.....	Not Applicable
2.	Being around moving machinery: Vehicle, road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees. Walk-in freezer temperature at 17 to 24 degrees.	Occasional
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... Animal waste.	Frequent
5.	Driving:	Occasional
6.	Exposure to excessive noise: Dog barking <i>Hearing protection is available</i>	Constant
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Occasional
9.	Exposure to slippery or uneven walking surfaces: water, ice, undeveloped ground.	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:..... <i>Hand protection is available</i>	Seldom
15.	Working proximity:..... Alone: Closely with others:	Not Applicable Constant
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

FUNCTIONAL ACTIVITIES



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

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.

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: 75 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Drum Dolly. Additionally, one or more person(s) assistance is available with forces greater than 75 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, (e.g. drum door, gates, domestic animals, livestock, wildlife). The employee exerts up to 75+ pounds of force in a horizontal plane between waist and shoulder height of a distance up to 50+ feet when performing job tasks (e.g. drum dolly moving 55-gallon drum or cart of dead animals; push and hold onto a catch pole or rope leach attached to an animal; close cages and doors; wheeled garbage container).

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

Maximum Force: 75 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck, Drum Dolly. Additionally, one or more person(s) assistance is available with forces greater than 75 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting equipment, (e.g. drum door, gates, domestic animals, livestock, wildlife). The employee exerts up to 75+ pounds of force in a horizontal plane between waist and shoulder height of a distance up to 50+ feet when performing job tasks (e.g. drum dolly moving 55-gallon drums or cart of dead animals or cleaning solution; pull and hold onto a catch pole or rope leach attached to an animal; wheel garbage container; open cages and doors; drag hose).

Pushing is the preferred method of moving carts.

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

Assistive Devices: 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, moving, and/or transporting animals (e.g. domestic animals, livestock, wildlife, trap, cage). The employee lifts items weighing between <1 pound and 50 pounds from/to the floor when performing job tasks (e.g. up to 50-pound sack of animal feed, barrel or truck cage; portable cage; animal; trash). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal. Hospital staff may be faced with lifting animals weighing greater than 50+ pounds to/from cage/wet table/surgical table. Facility owns a portable electric high/low adjustable table that when used to eliminate all lifts and transfers to/from wet table/surgical table.*

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:	Frequent
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: 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, moving, and/or transporting animals (e.g. domestic animals, livestock, wildlife, trap, cage). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. up to 50-pound sack of animal feed, up to 110-pound bale of hay; dead, dying, injured and/or healthy animal into/out of animal control truck cage, portable cage, miscellaneous animal care devices; trash). Truck cages are between 32 and 36 inches in height from the ground. *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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

0-10 pounds:	Frequent	
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: Drum Dolly, 4-Wheel Cart, Hand Truck. Additionally, one or more 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. feed, hose, trap, cage; domestic animals, livestock or wildlife). The employee carries items weighing between <1 pound and 50 pounds between 5 feet and 50+ feet when performing job tasks (e.g. captured animals to/from cage; assist customer with trap/cage; provide medical care of animal; up to 50-pound sack of feed carried to/from truck and feed storage; cat dens). *The degree of force exerted by an employee to perform the job task will vary according to the weight and cooperation of the animal.*

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 or more 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, and/or transporting miscellaneous items (e.g. bird, cat). The employee lifts items weighing between <1 pound and 10+ pounds to a maximum height of 72 inches when performing job tasks (e.g. store animals in cage; housekeeping; miscellaneous storage room items stored up to 96 inches in height). *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 up to 84 inches when retrieving, returning, storing, adjusting, moving, and/or transporting, equipment and/or supplies (e.g. reach for miscellaneous items stored on shelves clean and maintain cat kennels). *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 animals, equipment and supplies (e.g. manage animal and/or cage; feed animal; clean cage; grounds maintenance including sweeping and raking; wash vehicles; reach with snare/catch pole to snatch and handle animals; climb in/out of truck; reach to manually handle and/or control animals; drive truck; open/close door, drawer, file, gate; push/pull; housekeeping). *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 retrieving, returning, storing, adjusting, and/or transporting animals, equipment; housekeeping; and supplies (e.g. feeding/watering animals; injection for vaccination, euthanasia; microchip identification of animal; clean worksite; manage and control manually held or snared animal; locate and trap animals; yard maintenance; befriend animals). *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 when performing job tasks. *Squatting may be minimized or avoided by substituting alternate positions of bending, half-kneeling, or kneeling. Partial squatting is a preferred lifting posture.*

11.) **FORWARD BEND:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, and/or transporting equipment, controls and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; befriend, approach and/or restrain animals; manage trap; inspect, investigate/locate animals). 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 and/or transporting equipment, and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animals, lift animals into/out of cage; locate animal; facility surveillance). *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 and/or transporting equipment, and supplies (e.g. feed/water animals; injection for vaccination, euthanasia or microchip identification of animals; clean worksite; climb in/out of truck; control and restrain animals, lift animals into/out of cage; locate animal and surveillance).

14.) **KNEEL:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Kneeling is performed when performing job task (e.g. clean lower animal cages; euthanasia injection and/or maintain control of animal). *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 when performing job tasks.

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Ladder climbing is required to perform job tasks in order to reach elevated storage up to 96 inches in height (e.g. climbing on/off up to 3-step step ladder). Maximum number of 3 step is climbed.

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment and supplies (e.g. manage the care and maintenance of animals; grounds and kennel maintenance; customer service; site observation; offsite meeting; animal clinic). Walking length varies between 5 feet and 400+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Sitting is performed for a maximum of 60-minutes when performing job tasks (e.g. drive vehicle; desktop work; complete document logs and forms).

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

**MAXIMUM
FREQUENCY:** Frequent

Comments: Static standing is performed for a maximum of 10-minute intervals when performing job tasks (e.g. customer service; site observation; care of animals; befriending animals; grounds and kennel cleaning and maintenance).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Constant

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

Comments: Hand controls are utilized to operate equipment (e.g. truck, trap, cage, rope, catch pole, gate/door latch) when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. drive vehicle; open/close door/cage; water hose nozzle). 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:	Seldom

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving, and/or transporting equipment, controls and supplies (e.g. desktop work, responding to animal and customer needs).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; animal control; feed/water animals; animal medical care; kennel and yard maintenance).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; control animals with pole, leash or handhold; push/pull; kennel and yard maintenance).

Fine manipulation is utilized to perform job tasks (e.g. door key/pad; operate hypodermic syringe; handwrite, keyboard; page turn; sort; file; key use; animal medical attention; photography; latch/unlatch animal cage door).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, hypodermic injection, animal medical care; drive vehicle; animal control; keyboard; page turn; sort; file; photography; latch/unlatch animal cage door).

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:	Frequent
Extending:	Occasional

Comments: Neck movement is required when performing job tasks (e.g. manage the care of animals and their shelter; drive vehicle; desktop work; worksite observation and surveillance). *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:

ANIMAL CARE SPECIALIST I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	75 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	75 pounds	<i>Ladder Climb</i>	Seldom
<i>Stand Up Lift¹</i>	50 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	50 pounds	<i>Sit¹</i>	Occasional
<i>Weight Carry¹</i>	50 pounds	<i>Stand (Static)¹</i>	Frequent
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance¹</i>	Constant
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop¹</i>	Occasional	<i>Simple Grasp¹</i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Occasional
<i>Forward Bend¹</i>	Frequent	<i>Fine Manipulation¹</i>	Frequent
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Seldom
<i>Kneel¹</i>	Occasional	<i>Cervical (neck) Movement¹</i>	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Lyle Andersen, PT, CWCE
 Preparer Signature

Carrie Gooden OM Date: 1/19/23

 Contact Person
 Title

_____ Date: _____
 Contact Person
 Title

Charlotte Jordan Date: 1-19-23

 Contact Person
 Title

LA/gm