



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Home Care Assistant
Company Contact:	CEO-Recruitment Unit
Date:	September 2000

Analysis Provided By: Lyle Andersen, PT, CWCE
Andersen & Baim Physical Therapy, Inc.
3500 Coffee Road, Suite 3
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(209) 549-4626

Introduction:

The job description for this document was provided by Stanislaus County. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen & Baim 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 are 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).

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
P.O. Box 1723, Modesto, CA 95354 Phone (209) 525-5710 Fax (209) 525-5779

The Job Task Analysis is organized as follows: General work description and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; union; 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, in Adult services, the Home Care Assistant performs general duties which involve working closely with and under the direction of Social Workers; interprets and disseminates instructions to In-Home Supportive Services (IHSS) and Personal Care Services Program (PCSP) clients and individual providers; processes time sheets of individual providers; completes a variety of forms to comply with State standards and to conform with data processing procedures; provides transportation and follow-up services to Adult Protective Services clients; and, provides direct client services, such as meal preparation, shopping and laundry in the clients own home.

In Child Welfare, the Home Care Assistants duties will include assisting clients with learning homemaking and parenting skills.

Specific Duties:

- 1.) Completes necessary forms to sign up new individual providers and perform direct data processing entry relative to individual provider information.
- 2.) Answers telephone inquiries from clients and individual providers regarding proper completion of forms and time sheets, or under other emergency conditions for Adult Protective Services clients.
- 3.) Makes home visits and helps to resolve individual provider-client conflicts.
- 4.) Provides short-term emergency in-home supportive services when the client's regular individual provider is not available.
- 5.) Assists clients in recruiting, hiring and supervising the individual provider of in-home supportive services.
- 6.) Resolves discrepancies between hours billed by individual providers and hours authorized by social worker.
- 7.) Helps clients plan and prepare balanced meals, including special diets within a budget.
- 8.) Provides transportation and follow-up services to Adult Protective Services clients.
- 9.) Helps clients plan and organize effective housekeeping routines, including money management.
- 10.) Helps clients deal with children's need by providing information about child development and encourages appropriate parental responses to those needs.

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.

Uniform:

1. Not Required.

Equipment:

- | | |
|--------------------------|------------------------------------|
| 1. Vehicles | 7. Telephone |
| 2. Keyboard | 8. Briefcase |
| 3. 10 key adding machine | 9. Shipping and carrying groceries |
| 4. PC / Mouse | 10. Files |
| 5. Wheelchairs | 11. Manuals (large) |

6. Walkers

Required Job-Related Knowledge, Education, Ability or Experience:

Knowledge:

1. Acceptable household management and personal care standards, such as methods of home laundering, mending and basic nutrition.
2. Current office practices, procedures and organization.
3. Office equipment and business forms.
4. Principles and techniques of supervision and training.

Education:

1. The equivalent of two years full-time general clerical experience, experience as an eligibility worker or Home Care Supervisor of which one year must be at journey level.
2. Equivalent to one year of full-time journey level clerical experience or experience as an eligibility worker or Home Care Supervisor, and the equivalent of one year of full-time schooling in relevant college course work of business school training (24 semester units or 36 quarter units).

Ability/Qualifications:

1. Work closely with social workers and other clerical staff.
2. Communicate effectively with clients, individual providers and with the general public.
3. Apply clerical accounting skills.
4. Understand and apply rules and procedures.
5. Analyze situations accurately and adopt an effective course of action.
6. Understand and follow complex instructions.
7. Give accurate and clear instructions.
8. Perform complex record keeping and statistical clerical work.
9. Be trained to understand, use and perform direct line entry of computerized equipment.

Experience/Qualifications:

1. Must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.
2. Successful completion of a post-offer, pre-placement physical abilities test.

All employees within the Home Care Assistant Department are required to provide, when possible, 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 Home Care Assistant Department.

Desirable Qualifications:

1. Ability to speak English and Spanish or Cambodian, Laotian or Assyrian.

Work Hours:

Monday through Friday - 40 hour work week
Flex schedule

Union:

Service Employees International Union, Local 535, Optional.

Environmental Factors

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

Seldom = Less than 1%

Frequent = 34% - 66%

Occasional = 1% - 33%

Continuous = 67% - 100%

Environmental Factors		Frequency
1.	Unprotected heights:	Not Applicable
2.	Being around moving machinery: Road traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: Outside temperatures vary between 28-110 degrees.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): Airborne diseases, household dust and tobacco smoke.	Seldom
5.	Driving material handling and cleaning equipment:	Not Applicable
6.	Exposure to excessive noise:	Not Applicable
7.	Exposure to radiant or electrical energy:	Not Applicable
8.	Exposure to solvents or chemicals:	Not Applicable
9.	Exposure to slippery or uneven walking surfaces: undeveloped ground, cluttered and littered walking surfaces, mud, water.	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: Protective hand wear available.	Not Required
15.	Working proximity: Alone - Closely with others -	Continuous Occasional
16.	Working inside:	Frequent
17.	Working outside:	Occasional

3. STAND-UP LIFT: Lifting from/to floor and waist height level.

	Maximum Requirement
Maximum Force:	0 Pounds
0-10 Pounds:	Not Required
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required

Assistive Devices: Assistance may not be available at customer home site(s).

Comments: A stand-up lift is not required to perform job tasks.

4. LEVEL LIFT: Lifting weight from waist height level to waist height level for a maximum of four feet.

	Maximum Requirement
Maximum Force:	25 Pounds
0-10 Pounds:	Seldom
11-25 Pounds:	Seldom
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required

Assistive Devices: Assistance may not be available at customer home site(s).

Comments: A level lift is utilized with activities such as retrieving, returning, storing, transporting, equipment, supplies (e.g. customer assistive devices, miscellaneous customer items). The employee lifts items weighing between <1 pounds and 25 pounds up to 36 inches in height when performing job tasks (e.g. lift up to 25 pound wheelchair, walking aids, in/out of vehicle trunk; satchel; bagged groceries; miscellaneous personal customer items).

5. WEIGHT CARRY: Carrying weight at waist height level beyond a distance of four feet.

	Maximum Requirement
Maximum Force:	5 Pounds
0-10 Pounds:	Seldom
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required

Assistive Devices: Two-wheeled luggage cart. Assistance may not be available at customer home site(s).

Comments: Weight carry is utilized with activities such as retrieving, returning, storing, transporting, equipment, supplies (e.g. satchel, bags). The employee carries items weighing between <1 pounds and 5 pounds between 5 feet and 200 feet when performing job tasks (e.g. carry up to 10 pounds of office supplies; miscellaneous customer owned items; bagged groceries; miscellaneous personal customer items).

6. OVERHEAD LIFT/PULL DOWN	
	Maximum Requirement
Maximum Force:	0 Pounds
0-10 Pounds:	Not Required
11-25 Pounds:	Not Required
26-35 Pounds:	Not Required
36-50 Pounds:	Not Required
51-75 Pounds:	Not Required
Assistive Devices: A vertical ladder/step ladder/or step stool is available to bring items to eye or shoulder level.	
Comments: Overhead lift/pull down is not required to perform job tasks. <i>Variables to overhead reaching will be the employee's height and anthropometric reach.</i>	

7. OVERHEAD REACH	
	Maximum Requirement
Maximum Frequency:	Not Required
Comments: Overhead reach is not required to perform job tasks. <i>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.</i>	

8. FORWARD REACH	
	Maximum Requirement
Maximum Frequency:	Frequent
Comments: Forward reach is performed to a maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving, transporting, equipment, controls, supplies (e.g. reach while driving vehicle; miscellaneous office items; miscellaneous customer personal items; in-home meal preparation; utilizing storage in vehicle or trunk). <i>The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.</i>	

9. STOOPING	
	Maximum Requirement
Maximum Frequency:	Seldom
Comments: Stopping is performed when retrieving, returning, storing, adjusting, moving, transporting equipment, supplies (e.g. stoop to reach below waist height into/out of vehicle trunk, cabinets, drawers; light housekeeping). <i>Variable to stooping will be the employee's height. Stopping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.</i>	

10. SQUATTING (Unloaded)	
	Maximum Requirement
Maximum Frequency:	Seldom
Comments: Squatting is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. squat to reach below waist height into/out of cabinets for miscellaneous customer items; light housekeeping). <i>Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.</i>	

11. REPETITIVE BENDING	
	Maximum Requirement
Maximum Frequency:	Seldom
<p>Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. bend to reach near or far below waist height ; into/out of cabinets for miscellaneous customer items; light housekeeping). Maximum forward trunk flexion required is 60 degrees. <i>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.</i></p>	

12. TWISTING	
	Maximum Requirement
Maximum Frequency:	Occasional
<p>Comments: Twisting at the waist is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. bend to reach near or far below waist height ; into/out of cabinets for miscellaneous customer items; light housekeeping; driving vehicle).</p>	

13. TURNING	
	Maximum Requirement
Maximum Frequency:	Occasional
<p>Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, transporting, equipment, supplies (e.g. bend to reach near or far below waist height ; into/out of cabinets for miscellaneous customer items; light housekeeping).</p>	

14. KNEELING	
	Maximum Requirement
Maximum Frequency:	Not Required
<p>Comments: Kneeling is not required to perform job tasks. <i>Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.</i></p>	

15. CRAWL	
	Maximum Requirement
Maximum Frequency:	Not Required
<p>Comments: Crawling is not required to perform job tasks.</p>	

16. STAIR CLIMB	
	Maximum Requirement
Maximum Frequency:	Seldom
<p>Comments: Stair climb is required in order to go to/from the customer home sites (e.g. house, apartment). Maximum number of 24 steps is climbed.</p>	

17. LADDER CLIMB	
	Maximum Requirement

Maximum Frequency:	Not Required
Comments: Ladder climbing is not required to perform job tasks. <i>Variables to overhead climbing will vary according to the employee's height and anthropometric reach.</i>	

18. WALKING	
	Maximum Requirement
Maximum Frequency:	Occasional
Comments: Walking is performed when traveling, transporting, customers, supplies (e.g. walk to/from office and parking lot, collaborating agencies, customer homes, medical offices, courthouse; social security office, retail stores). Walking length varies between <1 foot and 1500 feet depending on job task.	

19. SITTING	
	Maximum Requirement
Maximum Frequency:	Frequent
Comments: Sitting is performed for a maximum of 120 minute intervals when performing job duties (e.g. sit in order to drive vehicle; perform office work).	

20. STANDING (Static)	
	Maximum Requirement
Maximum Frequency:	Occasional
Comments: Static standing is performed for a maximum of 15 minute intervals when performing job tasks (e.g. stand for customer service at reception window; home site visits; line standing at medical clinics or retail stores).	

21. BALANCE	
Maximum Frequency: Occasional	
Comments: Good balance is required for safe walking, standing, climbing and lifting.	

22. OPERATING HAND/FOOT CONTROLS	
	Maximum Requirement
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. vehicle) when traveling, transporting, customers, equipment, supplies (e.g. driving vehicle to/from office/appointments/customers home). Foot controls are utilized to operate equipment (e.g. driving vehicle).	

23. UPPER AND LOWER EXTREMITY COORDINATION	
	Maximum Requirement
Simple Grasping:	Frequent
Firm Grasping:	Occasional

Fine Manipulation: Eye/Hand Coordination: Hand/Foot Coordination:	Frequent Frequent Occasional
<p>Comments: Grasping and coordination activities are performed when performing job requirements (e.g. customer contacts, desk work, driving).</p> <p>Simple grasping is utilized to perform job tasks (e.g. lifting objects weighing less than 5 pounds; office work, driving vehicle).</p> <p>Firm grasping is utilized to perform job tasks (e.g. lifting objects weighing 5 pounds or greater; pushing wheelchair).</p> <p>Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwriting, page turning).</p> <p>Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwriting, page turning).</p> <p>Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle).</p> <p><i>Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.</i></p>	

24. CERVICAL RANGE OF MOTION	
	Maximum Requirement
Static neutral position: Flexing: Rotating: Extending:	Frequent Occasional Occasional Seldom
<p>Comments: Neck movement is required when performing job tasks (e.g. home visit; office work; driving vehicle). <i>Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.</i></p>	

END OF REPORT

Job Task Analysis

Enclosed are the results of the Essential and marginal Functions of the Job Task Analysis that were obtained for the position of **Home Care Assistant**.

Please note the specific maximum weight and frequency requirements of the definitions as follows:

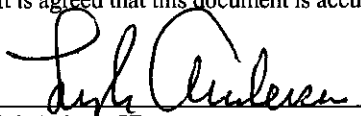
Stanislaus County

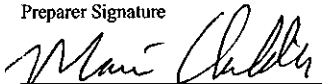
<i>Job Task Analysis Summary</i>	
Home Care Assistant	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Push ¹</i>	50 pounds
<i>Pull ¹</i>	50 pounds
<i>Stand Up Lift</i>	0 pounds
<i>Level Lift ¹</i>	25 pounds
<i>Weight Carry ¹</i>	5 pounds
<i>Overhead Lift/Pull Down</i>	0 pounds
<i>Overhead Reach</i>	Not Required
<i>Forward Reach ¹</i>	Frequent
<i>Stooping</i>	Seldom
<i>Squatting (Unloaded)</i>	Seldom
<i>Repetitive Bending</i>	Seldom
<i>Twisting</i>	Occasional
<i>Turning</i>	Occasional
<i>Kneeling</i>	Not Required
<i>Crawl</i>	Not Required
<i>Stair Climb ¹</i>	Seldom

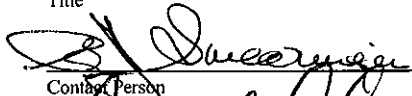
¹ Essential and critical demands of the job.

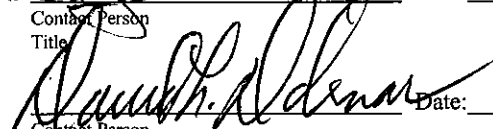
<i>Job Task Analysis Summary (Continued)</i>	
Home Care Assistant	
<i>Functional Activities</i>	<i>Maximum Requirements</i>
<i>Ladder Climb</i>	Not Required
<i>Walking¹</i>	Occasional
<i>Sitting¹</i>	Frequent
<i>Standing (Static)</i>	Occasional
<i>Balance</i>	Occasional
<i>Operation of Hand Controls¹</i>	Occasional
<i>Operation of Foot Controls¹</i>	Occasional
<i>Hand Grasping¹</i>	Frequent
<i>Finger Manipulation¹</i>	Frequent
<i>Cervical Range of Motion¹</i>	Frequent

It is agreed that this document is accurate.

 Date: _____
 Lyle Andersen, PT
 Preparer Signature

 Date: 5-11-04
 Contact Person
 Title

 Date: 5-11-04
 Contact Person
 Title

 Date: 8/9/04
 Contact Person
 Title

LA/cm

¹ Essential functions and critical demands of the job.

**Andersen & Baim Physical Therapy
Pre-Work Screening Test Validation.**

Category I

Job Task Analysis (JTA): Physical and functional demands for this job task analysis were documented by Andersen & Baim Physical Therapy, Inc. The methodology for documentation consists 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 range of motion. The determination of the frequencies of functional activities are based on standards provided by the National Institute of Occupational Safety and Health (NIOSH) and the work practice guide for manual lifting (US Department of Commerce, National Technical Information Service).

Category II

Critical Demands of the Job are:

- A.
- B.
- C.
- D.

Category III

Compatibility: An actual employee participated in the Pre-Work Screening Test and agreed that the testing and critical demands of the job adequately and appropriately matched the physical requirements of the job. Employee approval statement follows:

I, _____, am currently a full-time employee for _____ performing the job title of _____. I am in complete agreement that the Pre-Work Screening Test that I participated in adequately portrays and simulates my actual job and was compatible with the maximum physical requirements that are utilized to safely perform my job as documented in the JTA.

Employee Participant Signature: _____ Date: _____

Employer Representative Name: _____ Date: _____

Category IV

Test Examiner Standardization: Examiners performing the Pre-Work Screening Test are in compliance with competency standards established by the testing center of Andersen & Baim Physical Therapy, Inc. Criteria for an examiner include:

- A. On-Site training with an Andersen & Baim physical therapy certified examiner.
- B. Quarterly on-site competency testing.
- C. Video/audio documentation of all certified examiners performing the test according to the standardized procedures found in the procedure manual.