

Job Task Analysis

Employer:	Stanislaus County
Occupation:	Social Services Assistant
Classification:	Social Services Assistant
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	June 2008; May 2018
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.

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 Social Services 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.

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, clients, and property.

Equipment:

- | | |
|--------------------------|----------------|
| 1. 10-key adding machine | 9. Groceries |
| 2. 20 4-Wheel | 10. Keyboard |
| 3. Mouse | 11. Manuals |
| 4. Telephone | 12. Scanner |
| 5. Briefcase | 13. Vehicles |
| 6. Cart | 14. Walker |
| 7. Copier | 15. Wheelchair |
| 8. Fax | |

*All employees within the **Social Services Assistant** 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 **Social Services Assistant** 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: vehicle.....	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): specific home environments.....	Seldom
5.	Driving: vehicle.....	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	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:..... 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>	Not Applicable
15.	Working proximity:.....	Alone: Frequent Closely with others: Frequent
16.	Working inside:.....	Frequent
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.*

MAXIMUM REQUIREMENT

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

Assistive Devices: Cart. Additionally, one person assistance is available with forces greater than 25 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, transporting equipment, supplies (e.g. wheelchair, 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 200 feet when performing job tasks (e.g. up to 25 pounds of force to push 4-wheel cart; open/close door, drawer and cabinet; set-up/breakdown of conference room, moving chairs and tables).

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

MAXIMUM REQUIREMENT

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

Assistive Devices: Cart. Additionally, one person assistance is available with forces greater than 25 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, transporting equipment, supplies (e.g. wheelchair, 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 to pull 4-wheel; open/close door, drawer and cabinet; set-up/breakdown of conference room, moving chairs and tables). *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	Maximum Force: 25 Pounds
11-25 pounds:	Seldom	
26-100 pounds:	Not Required	

Assistive Devices: On person assistance is available with weights greater than 25 pounds.

Comments: A stand-up lift is required to perform job tasks such as retrieving, returning, storing, transporting equipment and supplies (e.g. client assistive devices, miscellaneous client items). The employee lifts items weighing between <1 pound and 25 pounds when performing job tasks (e.g. up to 25 pounds wheelchair, walking aid in/out of vehicle trunk; satchel; bagged groceries; miscellaneous personal client items; binder, boxed files and documents).

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:	Seldom		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>25</u> Pounds

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

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

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

MAXIMUM REQUIREMENT

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

Assistive Devices: 2-wheeled luggage cart. Assistance is available with weights greater than 10 pounds.

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 10 pounds between 5 feet and 200+ feet when performing job tasks (e.g. up to 10 pounds of office supplies; miscellaneous client owned items; bagged groceries; miscellaneous personal client items; documents).

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

MAXIMUM REQUIREMENT

0-100 pounds:	Not Required	Maximum Force:	<u>0</u> Pounds
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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. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Not Required
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Comments: Overhead reach is not required to perform job tasks. *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 28 inches when retrieving, returning, storing, adjusting, moving, transporting equipment and supplies (e.g. drive vehicle; desktop work; miscellaneous client personal items; utilizing storage in vehicle or trunk). *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, transporting equipment and supplies (e.g. reach below waist height into/out of vehicle trunk, cabinets, drawers). *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, sitting, half kneeling 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, transporting equipment and supplies (e.g. storage; into/out of cabinets for miscellaneous client items). 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, transporting equipment and supplies (e.g. office work, drive vehicle, home visit).

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Storage

Comments: Turning is performed when retrieving, returning, storing, adjusting, moving, transporting equipment and supplies (e.g. office work, home visit).

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, sitting, 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 in order to go to/from the client home sites (e.g. house, apartment). Maximum number of 24 steps is climbed. *Elevator 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:** Occasional

Comments: Walking is performed when performing job tasks (e.g. to/from office and parking lot, collaborating agencies, client homes, medical offices, courthouse; social security office, retail stores). Walking length varies between <1 foot and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job duties (e.g. drive vehicle; desktop work).

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

MAXIMUM FREQUENCY:	Occasional
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Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. client service at reception window; home site visits; line standing at medical clinics or retail stores).

21.) **BALANCE:**

MAXIMUM FREQUENCY:	Frequent
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Comments: Good balance is required for safe walking, standing, climbing and lifting

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

HAND:	<u>MAXIMUM REQUIREMENT</u>
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. vehicle) when performing job tasks (e.g. drive vehicle to/from office/appointments/clients home). Foot controls are utilized to operate equipment (e.g. vehicle).

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

	<u>MAXIMUM REQUIREMENT</u>
Simple Grasp:	Frequent
Firm Grasp:	Seldom
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when performing job requirements (e.g. desktop work, vehicle).

Simple grasping is utilized to perform job tasks (e.g. lifting objects weighing less than 5 pounds; office work, drive vehicle).

Firm grasping is utilized to perform job tasks (e.g. lifting objects weighing 5 pounds or greater).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwrite, page turn, sort, file).

Eye/hand coordination is utilized to perform job tasks (e.g. keyboard, mouse, 10-key; handwrite, page turn, sort, file; 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:	Frequent
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. home site visit; desktop work; drive vehicle). *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%
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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:

Social Services Assistant

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	25 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	25 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	25 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	25 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> ¹	Occasional
<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>	Not Required	<i>Firm Grasp</i> ¹	Seldom
<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	Seldom	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

 Date: _____
 Lyle Andersen, PT, CWCE
 Preparer Signature

Deborah Hayes 12/14/18

 Date: _____
 Contact Person
 Title

 Date: _____
 Contact Person
 Title

 Date: _____
 Contact Person
 Title

LA/gm