

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Nurse Manager & Senior Nurse Manager
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5710
Date:	March 2023
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, **Nurse Manager & Senior Nurse Manager**, supervise and manage the operation of one or more public health nursing program or ambulatory health clinics; develop and administer budgets, grants and funding sources; collaborate with partner agencies, and performs related duties as assigned. The manager position for the most part is performed with office work. However, the manager will need to be capable of performing patient care when needed or required.

SPECIFIC DUTIES: Available through the Human Resources Department.

<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. 10-key calculator | 32. Micro fiche printer |
| 2. 2-hole punch | 33. Micro fiche reader |
| 3. 3-hole punch | 34. Monitor |
| 4. 4-wheeled cart | 35. Mouse |
| 5. 4-wheeled carts/baskets | 36. Nebulizer |
| 6. Alphabetic/numeric paper sorters | 37. Numbering machine (stamp) |
| 7. Audiogram | 38. Paper cutter |
| 8. Automobile/Vehicle | 39. Pencils/Pens |
| 9. Binder | 40. Photocopy machine |
| 10. Blood analyzing equipment | 41. Printer/Scanner/Copier |
| 11. Blood Pressure equipment (Manual/Automated) | 42. Refrigerator |
| 12. Body temperature monitor | 43. Scale – chair |
| 13. Centrifuge | 44. Scale - standing |
| 14. Combination push button door lock | 45. Scissors |
| 15. Computer Monitor | 46. Shredder |
| 16. Desk | 47. Standard/large stapler |
| 17. Electric pencil sharpener | 48. Staple remover |
| 18. Electrocardiogram machine | 49. Step stools |
| 19. Electronic stapler | 50. Syringe |
| 20. Examination lights | 51. Tape Dispenser |
| 21. Examination table | 52. Tape recorder |
| 22. Facsimile machine | 53. Telephone |
| 23. Fetal monitor | 54. Time stamp machine |
| 24. File cabinets | 55. Trash cans |
| 25. File marking machine/table | 56. Tuberculosis needle test |
| 26. Keyboard/mouse | 57. Typewriter |
| 27. Label Maker | 58. Ultrasound machine |
| 28. Laminator | 59. Urinalizer |
| 29. Laser printer | 60. Vehicle |
| 30. Letter opener/shaker machine | 61. Vital sign monitor |
| 31. Manual stapler | 62. Wheelchair |

*All employees within the **Nurse Manager & Senior Nurse Manager** 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 **Nurse Manager & Senior Nurse Manager** 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:..... <i>Traffic when driving</i>	Seldom
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving: <i>Vehicle</i>	Seldom
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:.....	Not Applicable
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: Closely with others:	Not Applicable Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Not Applicable

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	
11-25 pounds:	Seldom	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: 35 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

Comments: Pushing is utilized with activities such as adjusting, moving, retrieving, returning, and/or transporting equipment and supplies (e.g. wheelchair, exam table, exam table stand, portable support equipment, data scope, crash cart, door). The employee exerts up to 35+ pounds of force in a horizontal plane between waist and shoulder height of a distance 3 feet and 50+ feet when performing job tasks (e.g. desktop work; up to 35 pounds of force to travel with cart; to open/close door, drawer, file, cabinet; 4-wheeled patient support equipment, applying cardiopulmonary resuscitation; open/close drawer/door positions patient).

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:	Seldom	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: 35 Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 35 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, and/or transporting equipment supplies (e.g. wheelchair, exam table, exam table stand, portable support equipment, data scope, crash cart, cart, door). The employee exerts up to 35+ 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. desktop work; up to 35 pounds of force to travel with cart; open/close door, drawer, file, cabinet, 4-wheeled patient support equipment, open/close drawer/door position patient). *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	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>30</u> Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 30 pounds.

Comments: A stand-up lift is utilized with activities such as adjusting, moving, retrieving, returning and/or transporting equipment, patients, and supplies (e.g. file, binder, book, patient miscellaneous supplies and miscellaneous equipment). The employee lifts items weighing between less than 1 pounds and 30+ pounds from/to the floor when performing job tasks (e.g. up to 30-pound miscellaneous box; stacked or individual files; documents; binder, miscellaneous supplies or equipment stored on lower shelf/floor; maintain storage inventory; assist with fallen patient).

Safe lifting is performed by utilizing a posture of partial squatting and a straight back. Specific work tasks may require lifting up to 30-pound weighted objects, assistance is available.

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	
26-35 pounds:	Seldom	
36-100 pounds:	Not Required	Maximum Force: <u>30</u> Pounds

Assistive Devices: 4-Wheel Cart, Hand Cart. Additionally, one or more person(s) assistance is available with weights greater than 30 pounds.

Comments: A level lift is utilized with activities such as adjusting, moving, retrieving, returning, and/or transporting equipment, patients, and supplies (e.g. documents, lift or position patient and/or patient extremity, patient, miscellaneous medical inventory). The employee lifts items weighing between 1 pounds and 30+ pounds when performing job tasks (e.g. desktop work; up to 30-pound miscellaneous boxed items; research material; miscellaneous stored items; binder, reports, hand or armful of miscellaneous document/files; 5-pound ream of copy paper; patient and/or patient extremity; stored inventory to/from shelves; medical documentation, vital testing equipment; patient assistance; laptop computer).

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

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 10 pounds.

Comments: Weight Carry is utilized with activities such as moving, retrieving, returning, and/or transporting supplies (e.g. documents, linen, storage, infant). The employee carries items weighing between 1 pound and 25 pounds between 5 feet and 100+ feet when performing job tasks (e.g. medical documentation, miscellaneous stored items, medical equipment; assist with patient transfer and/or ambulation; laptop computer, infant, hand or armful of miscellaneous files, documents; up to 10-pound box of documents; 5-pound ream of copy paper; up to 10-pound binder).

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.***MAXIMUM REQUIREMENT****0-100 pounds:** Not Required **Maximum Force:** 0 Pounds

Comments: Overhead lift/pull down is not required when performing job tasks. *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:****MAXIMUM FREQUENCY:** Not Required

Comments: Overhead reach is not required when performing 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 up to a distance of 28 inches when retrieving, returning, adjusting, storing, moving, transporting and/or utilizing equipment and supplies (e.g. medical document; miscellaneous inventory; patient vital procedure; push/pull; lift/carry; injection administration; manage records, storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD pregnancy test, pulse oximetry, urine analysis, venipuncture, strep test; PT/INR; HGBA1C Test; desktop work; telephone, 10-key calculator, printer, copier, facsimile, computer; drive vehicle; open/close door, file, drawer). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:****MAXIMUM FREQUENCY:** Not Required

Comments: Stooping is not required when performing job tasks. *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 sitting, 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, utilizing, and/or adjusting equipment and supplies (e.g. medical document; miscellaneous inventory; patient vital procedures; push/pull; lift/carry; injection administration; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop work; PT/INR, HGBA1C Test; lift, file, store, search; operate business equipment). 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, utilizing equipment, and/or adjusting equipment and supplies (e.g. medical documents; miscellaneous inventory; patient vital procedures; immunization; blood draw; miscellaneous housekeeping; manage records; manage storage inventory; blood glucose test, audio screening, EKG, hemoglobin test, nebulizer, airway test, PPD, pregnancy test, pulse oximetry, venipuncture, strep test; desktop or counter work; file, store, search; drive vehicle). *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 retrieving, returning, adjusting and/or utilizing equipment and supplies (e.g. miscellaneous inventory; patient vital procedures; manage records; file, store, search; operate business machine).

14.) KNEEL:

**MAXIMUM
FREQUENCY:** Not Required

Comments: Kneeling is not required when performing 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 when performing job tasks.

16.) **STAIR CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Stair climb is not required to perform job tasks. *Ramps and elevators are available.*

17.) **LADDER CLIMB:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Ladder climbing is not required when performing 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 retrieving, returning, moving, and/or transporting equipment and supplies (e.g. reception/examination room, supply area, laboratory, medical record storage, office; to/from meetings with collaborating agency and/or colleague, to/from parking lot/office; to/from office/business machine/files). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Constant

Comments: Sitting is performed for a maximum of 120-minute intervals when reading, writing, operating and/or utilizing equipment and supplies (e.g. desktop work; patient interview, medical documentation, treatment; miscellaneous office projects; meeting with collaborating agency and/or colleague; drive vehicle).

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

**MAXIMUM
FREQUENCY:** Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when utilizing equipment and supplies and performing patient care activities (e.g. vital procedures, venipuncture, patient interview; laboratory testing; managing medical records; inventory documentation, worksite observation; meeting with collaborating agency and/or colleague; file; operate business machine; counter work).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Frequent

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

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

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Seldom
Left:	Seldom
Both:	Seldom
Either:	Not Required
FOOT:	
Right:	Seldom
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle; examination table, wheelchair, faucet, door knob) when adjusting controls and/or equipment (e.g. drive vehicle; wheelchair or table controls for providing positioning or transfer of patient; hand washing; open/close door). Foot controls are utilized to operate equipment (e.g. handwashing sink, wastebasket, examination table; vehicle).

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

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

Comments: Grasping and coordination activities are performed when adjusting, preparing and/or utilizing supplies and equipment (e.g. patient care, documentation, housekeeping; computer, files, miscellaneous office equipment; vehicle).

Simple grasping is utilized to perform job tasks (e.g. desktop work; lift and manipulate objects weighing less than 5 pounds; drive vehicle, electrocardiogram; vitals monitoring documentation; treatment procedures).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; treatment procedures; assist with patient transfer; inventory storage)

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, page turn, batch, sort; telephone, 10-key calculator, desktop work; electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vital testing, laboratory testing).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, file, page turn, batch, sort, telephone, 10-key calculator; drive vehicle; electrocardiogram, sterilize equipment, open/close medication containers, draw/administer medication; venipuncture; patient treatment; vitals monitoring, laboratory testing).

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; file, sort, read, operate business machine; drive vehicle; observing patients and their environment, patient care, patient treatment; laboratory testing; patient reception). *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:

NURSE MANAGER & SENIOR NURSE MANAGER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	35 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	35 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	30 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	30 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	25 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control¹</i>	Seldom
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Seldom
<i>Stoop</i>	Not Required	<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>	Constant
<i>Twist¹</i>	Occasional	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Occasional	<i>Hand/Foot Coordination¹</i>	Seldom
<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

Date: _____

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____
Contact Person
Title

An Halliday, RN Date: *3/21/23*

Date: _____
Contact Person
Title

Date: _____
Contact Person
Title

LA/gm