

# Job Task Analysis

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<b>Employer:</b>	<b>STANISLAUS COUNTY</b>
<b>Occupation:</b>	Deputy Coroner
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	February 2023
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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## 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, the **Deputy Coroner** investigates and reports on causes of death which fall within the jurisdiction of the Sheriff-Coroner and assists with autopsies and post-mortem examinations. This individual also removes bodies from scene of death and delivers them to the County Coroner facility. This position also keeps morgue and autopsy room and equipment in clean and orderly condition.

**SPECIFIC DUTIES: Essential Tasks**

1. Receives calls from law enforcement agencies, doctors and others with potential cases and makes initial determination subject to review by the forensic pathologies and Chief Deputy Sheriff-Coroner in charge of the Coroners office if cases are within the jurisdiction of the Sheriff-Coroner and responds to the location of the decedent.
2. Investigates deaths and gathers facts related to mode, manner, location and identity of decedents.
3. Visually and physically conducts preliminary external examinations of the decedent at the scene of death to determine possible cause/manner of death.
4. Takes possession of the body and appropriate evidence and/or personal property and transports to the County Coroner facility.
5. Inventories, secures, seals and/or stores real and personal property of deceased.
6. Locates, informs and instructs next of kin regarding the death, autopsy reason, and funeral release, providing indigent burial information and bereavement assistance as needed.

**Safety Requirements:** All employees are required to observe Stanislaus County 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. 2-way radio.                | 15. Mouse.                |
| 2. Camera.                     | 16. Needles.              |
| 3. Computer monitor.           | 17. Office equipment.     |
| 4. Dolly.                      | 18. Pick.                 |
| 5. Flashlight.                 | 19. Refrigerator/Freezer. |
| 6. General surgical equipment. | 20. Scale.                |
| 7. Gurney.                     | 21. Scalpels.             |
| 8. Hammer.                     | 22. Scissors.             |
| 9. Head saw.                   | 23. Shovel.               |
| 10. Keyboard.                  | 24. Suction hose.         |
| 11. Keys/locks.                | 25. Syringe.              |
| 12. Knives.                    | 26. Vehicle.              |
| 13. Manual forklift.           | 27. Washer/Dryer.         |
| 14. Mop.                       |                           |

*All employees within the **Deputy Coroner** 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 **Deputy Coroner** position.*

**ENVIRONMENTAL FACTORS**



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

<b>Seldom</b> = 1% - 2%	<b>Frequent</b> = 34% - 66%
<b>Occasional</b> = 3% - 33%	<b>Continuous</b> = 67% - 100%

	ENVIRONMENTAL FACTORS	MAXIMUM FREQUENCY
1.	Unprotected heights:..... Ditch, canal, embankment, ladder	Seldom
2.	Being around moving machinery:..... Vehicle traffic, autopsy saw	Occasional
3.	Exposure to marked changes in temperature and humidity:..... outside temperatures may seasonally vary between 28-110 degrees. Refrigerator, freezer	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):..... Body decomposition, smoke, field dust	Occasional
5.	Driving :..... Vehicle	Occasional
6.	Exposure to excessive noise:..... Hearing protection is required. Sound levels produced up to 85dB.	Not Applicable
7.	Exposure to radiant or electrical energy:..... X-ray machine	Seldom
8.	Exposure to solvents or chemicals:..... refer to MSDS document	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Petroleum, undeveloped ground, water, mud, bodily fluids	Occasional
10.	Working below ground:..... Basement, pipe, ditch, canal	Seldom
11.	Unusual fatigue factors: ..... Overtime	Occasional
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration: .....	Not Applicable
14.	Working with hands in water or other substance:..... Hand washing; Hand protection is available	Seldom
15.	Working proximity:..... Alone: ..... Closely with others: .....	Constant Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Frequent

## 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

<b>0-10 pounds:</b>	Occasional	<b>Maximum Force: 75 Pounds</b>
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Occasional	
<b>36-50 pounds:</b>	Seldom	
<b>51-75 pounds:</b>	Seldom	
<b>76-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheel Cart, Manual Forklift. 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 decedent and supplies (e.g. gurney, forklift, door). The employee exerts up to 75 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100+ feet when performing job tasks (e.g. 4-wheel gurney; portable forklift; roll body from side to side during transfer, autopsy or examination; sweep/mop autopsy floor, door, gate, body sled, body storage rack system).

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

##### MAXIMUM REQUIREMENT

<b>0-10 pounds:</b>	Occasional	<b>Maximum Force: 75 Pounds</b>
<b>11-25 pounds:</b>	Occasional	
<b>26-35 pounds:</b>	Occasional	
<b>36-50 pounds:</b>	Seldom	
<b>51-75 pounds:</b>	Seldom	
<b>76-100 pounds:</b>	Not Required	

**Assistive Devices:** 4-Wheel Cart, Manual Forklift. 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 decedent and supplies (e.g. gurney, forklift, door). The employee exerts up to 75 pounds of force in a horizontal plane between waist and shoulder height of a distance up to 100+ feet when performing job tasks (e.g. 4-wheel gurney; portable forklift; roll body from side to side during transfer; slide body from/to table/gurney; drag body bag; repositioning decedent during autopsy or examination; sweep/mop autopsy floor; door, gate, body sled, body storage rack system). *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:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
<b>Maximum Force:</b> <u>75</u> Pounds	

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 75 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting decedent, equipment and supplies (e.g. body, gurney, personal property, files, cleaning agents). The employee lifts items weighing between <1 pound and 75 pounds from/to floor when performing job tasks (e.g. lift up to 200+ pound body; up to 75-pound death scene articles and/or bags of personal property; up to 40-pound 5-gallon jug of formaldehyde solution; up to 40-pound boxes of files, documents; one end of an empty up to a 75-pound gurney). *Lifting gurney and decedent requiring collective support from collateral agencies and/or colleagues.*

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
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
<b>Maximum Force:</b> <u>75</u> Pounds	

**Assistive Devices:** Manual Forklift. One or more person(s) assistance is available with weights greater than 65 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting decedent, equipment and supplies (e.g. body, gurney, personal property, files, cleaning agents). The employee lifts items weighing between <1 pound and 75 pounds when performing job tasks (e.g. up to 200+ pound body; up to 75-pound death scene articles and/or bags of personal property; up to 40-pound 5-gallon jug of formaldehyde solution; up to 40-pound boxes of files, documents; one end of a 75-pound gurney). *Lifting gurney and decedent requiring collective support from collateral agencies and/or colleagues.*

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
26-35 pounds:	Seldom
36-50 pounds:	Seldom
51-75 pounds:	Seldom
76-100 pounds:	Not Required
<b>Maximum Force:</b> <u>75</u> Pounds	

**Assistive Devices:** 4-Wheel Cart. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting decedents, equipment and supplies (e.g. body, gurney, personal property, files, cleaning agents). The employee carries items weighing between <1 pound and 75 pounds between 5 feet and 50 feet when performing job tasks (e.g. up to 200+ pound body; up to 75-pound death scene articles and/or bags of personal property; up to 40-pound 5-gallon jug of formaldehyde solution; 40-pound boxes of files, documents; 75-pound gurney). *Carrying gurney and decedent requiring collective support from collateral agencies and/or colleagues.*

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

<b>0-10 pounds:</b>	Seldom	<b>Maximum Force:</b> <u>20</u> Pounds
<b>11-25 pounds:</b>	Seldom	
<b>26-100 pounds:</b>	Not Required	

**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 20 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing and/or transporting product, equipment and supplies (e.g. protective apparel, miscellaneous equipment). The employee lifts items weighing between less than 1 pound and 20 pounds to a maximum height of 72 inches when performing job tasks (e.g. reach and lift up to 20-pound cased supplies of gloves, gowns and sheets stored on shelves). *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 72 inches when retrieving, returning, storing, adjusting and/or transporting equipment and supplies (e.g. cased gloves, gowns, sheets; shelf stored decedent; vehicle spot light control handle). *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 manipulating, handling, retrieving, returning, storing, adjusting, moving and/or transporting equipment, decedent and supplies (e.g. push/pull gurney, operate forklift; transfer decedent to/from gurney/storage tray; assist with autopsy; arrange pathway at death scene for decedent removal; vehicle and storage cabinet supply; drive vehicle; desktop work). *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 decedent, equipment and supplies (e.g. assist with transfer of decedent; decedent examination; evidence search; death scene investigation; moving about within vehicle; storage). *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:** Seldom

**Comments:** Squatting is performed when retrieving, returning, storing, adjusting, moving and/or transporting decedent, equipment and supplies (e.g. assist with transfer of decedent; decedent examination; evidence search; death scene investigation; moving about within vehicle; storage). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Stooping, half-kneeling, and 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 decedent, equipment and supplies (e.g. assist with transfer of decedent; decedent examination; evidence search; death scene investigation; moving about within vehicle; storage; lift/carry). 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, moving and/or transporting decedent, equipment and supplies (e.g. transfer of decedent; decedent examination; evidence search; death scene investigation; storage; office work; 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, storing, adjusting, moving and/or transporting decedent, equipment and supplies (e.g. transfer of decedent; decedent examination; evidence search; death scene investigation; storage).

14.) **KNEEL:****MAXIMUM FREQUENCY:** Seldom

*Comments:* Kneeling is required when performing job tasks (e.g. dig site; confined space; evidence search). *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:** Occasional

*Comments:* Stair climb is required in order to go to/from the decedent residence, commercial building, store room. Maximum number of 24 steps is climbed.

17.) **LADDER CLIMB:****MAXIMUM FREQUENCY:** Seldom

*Comments:* Ladder climbing is performed onto/off of safety ladders or steps to access equipment and supplies (e.g. protective apparel; evidence) located up to 7+ feet above floor level (e.g. death scene investigation). *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 retrieving, returning, storing, moving and/or transporting decedent, equipment and supplies (e.g. to/from meetings with collaborating agencies and/or colleagues; office work assignment; to/from hospital, residence, death scene; death scene investigation). Walking length varies between 3 feet and 100+ feet depending on job task.

19.) **SIT:****MAXIMUM FREQUENCY:** Frequent

**Comments:** Sitting is performed for a maximum of 45-minute intervals when transporting decedent (e.g. meetings with collaborating agencies and/or colleagues; perform office work; drive vehicle to/from death scene).

20.) **STAND:** (Static)**MAXIMUM FREQUENCY:** Frequent

**Comments:** Static standing is performed for a maximum of 20-minute intervals when performing job tasks (e.g. stand to assist pathologist during autopsy; clean autopsy room; witness interview; meetings with collaborating agencies and/or colleagues).

21.) **BALANCE:****MAXIMUM FREQUENCY:** Frequent

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

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

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

**Comments:** Hand controls are utilized to operate equipment (e.g. vehicle, door, gurney, manual forklift) when retrieving, returning, storing, adjusting, moving, and/or transporting decedent, equipment, controls and supplies (e.g. drive vehicle; open/close door; forklift and gurney adjustment). Foot controls are utilized to operate equipment (e.g. drive vehicle; adjustable autopsy cart; gurney brake).



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

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

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting decedent, equipment, controls and supplies (e.g. desktop work, vehicle, gurney, body bag).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; office equipment, wash and dry linen; hand wash autopsy equipment and utensils; driving vehicle).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; gurney release lever, scissor, suture stitching during body closure).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse, zip body bag, key, camera, communication radio, cellular phone, suture, handwrite, knot tying; lock/key).

**Eye/hand coordination** is utilized to perform job tasks (e.g. keyboard, mouse, zip body bags, lock/key, camera, communication radio, cellular phone, suture, handwrite, knot tying).

**Hand/foot coordination** is utilized to perform job tasks (e.g. drive vehicle, gurney).

*Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*

24.) **CERVICAL (NECK) MOVEMENT:**

	<b>MAXIMUM REQUIREMENT</b>
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Occasional
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. desktop work, drive vehicle; push/pull gurney; death scene investigation; assist with autopsy; locate death scene). *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:

### DEPUTY CORONER

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	75 pounds	<i>Stair Climb<sup>1</sup></i>	Occasional
<i>Pull (Force)<sup>1</sup></i>	75 pounds	<i>Ladder Climb<sup>1</sup></i>	Seldom
<i>Stand Up Lift<sup>1</sup></i>	75 pounds	<i>Walk<sup>1</sup></i>	Frequent
<i>Level Lift<sup>1</sup></i>	75 pounds	<i>Sit<sup>1</sup></i>	Frequent
<i>Weight Carry<sup>1</sup></i>	75 pounds	<i>Stand (Static)<sup>1</sup></i>	Frequent
<i>Overhead Lift/Pull Down</i>	20 pounds	<i>Balance<sup>1</sup></i>	Frequent
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Occasional
<i>Forward Reach<sup>1</sup></i>	Frequent	<i>Foot Control<sup>1</sup></i>	Occasional
<i>Stoop<sup>1</sup></i>	Seldom	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)<sup>1</sup></i>	Seldom	<i>Firm Grasp<sup>1</sup></i>	Occasional
<i>Forward Bend<sup>1</sup></i>	Occasional	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist<sup>1</sup></i>	Occasional	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn<sup>1</sup></i>	Occasional	<i>Hand/Foot Coordination<sup>1</sup></i>	Occasional
<i>Kneel<sup>1</sup></i>	Seldom	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

*Jesus M. Segala*

\_\_\_\_\_  
 Contact Person  
 Title

Date: 6.21.2023

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

LA/gm