



Job Task Analysis

Employer: Stanislaus County

Occupation: Probation Corrections & Supervising Probation
Corrections Officer

Classification: I, II, III, & SPCO

Company Contact: Risk Management
1010 10th Street
Modesto, California 95354
(209) 525-5770

Date: October 2009; May 2015

Analysis Provided By: Lyle Andersen, PT, CWCE
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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.

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<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtml>

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.

The **Probation Corrections and Supervising Probation Corrections Officer** classifications are California State Peace Officers as defined by Penal Code Section 830.5. Under the general supervision of the department manager, the **Probation Corrections Officer I, II, III & SPCO** is responsible for the care and custody of youth children in a locked juvenile custodial institution, and for performing other related duties as required.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>

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. Ankle restraints | 25. Food items |
| 2. Binders | 26. Food trays |
| 3. Book cart | 27. Gates |
| 4. Books | 28. Gloves |
| 5. Boxes | 29. GPS Navigation Equipment |
| 6. Camera | 30. Handcuffs |
| 7. CD player | 31. Handheld radio |
| 8. Cellular phone | 32. Hole punch |
| 9. Chairs, folding | 33. Keyboard |
| 10. Cleaning supplies | 34. Keys |
| 11. Clothing items | 35. Ladders |
| 12. Computer | 36. Laundry cart |
| 13. Control panel | 37. Medical supplies |
| 14. Copy machine | 38. Oleorsin capsicum (o.c.) spray |
| 15. DVD Player | 39. Panel buttons |
| 16. Electric monitoring equipment | 40. Plumbing supplies |
| 17. Equipment duty belt | 41. Restraints |
| 18. Facsimile machine | 42. Rope |
| 19. File cabinets | 43. Staplers |
| 20. Fingerprinting equipment | 44. Television/Remote controls |
| 21. Firearm | 45. Trash cans |
| 22. Fire extinguishers | 46. Vacuum |
| 23. Flashlights | 47. Vehicle |
| 24. Food cart | 48. Washing machine |

*All employees within the **Probation Corrections Officer I, II, III & SPCO** 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 **Probation Corrections Officer I, II, III & SPCO** job classifications. All applicants for the **Probation Corrections Officer** job classifications must pass a pre-employment physical agility assessment to measure if the applicant can perform the physical and functional demands listed in this Job Task Analysis. In addition, applicants who receive a conditional job offer will be subject to a medical fitness examination designed to measure if the applicant meets the physiological and psychological requirements of the position in accordance with the California Commission on Peace Officer Standards and Training Medical Screening Manual.*

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: traffic.....	Frequent
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: vehicle.....	Frequent
6.	Exposure to excessive noise:..... <i>Firearm; Hearing protection is available</i>	Seldom
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Wet, Ice, Undeveloped Ground	Occasional
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors: run, containment, take-down.....	Seldom
12.	Working with explosives: firearm.....	Seldom
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance: hand wash..... <i>Hand protection is available</i>	Seldom
15.	Working proximity:.....	Alone: Constant Closely with others: Constant
16.	Working inside:.....	Constant
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	
11-25 pounds:	Occasional	
26-35 pounds:	Seldom	
36-50 pounds:	Seldom	
51-75 pounds:	Seldom	
76-100 pounds:	Seldom	Maximum Force: <u>100</u> Pounds

Assistive Devices: 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 600+ feet when performing job tasks (e.g. cart to/from commitment facility, juvenile hall; up to 15-pounds of force required to open/close door, file and drawer; containment, restraining take-down; defensive tactics requiring up to 100+ pounds of force).

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:	Seldom	
36-50 pounds:	Seldom	
51-75 pounds:	Seldom	
76-100 pounds:	Seldom	Maximum Force: <u>100</u> Pounds

Assistive Devices: 2 and 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. door, cart). The employee exerts up to 100 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. open/close door, file and drawer; containment, restraining take-down; defensive tactics requiring up to 100+ pounds of force). *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	
36-50 pounds:	Seldom	
51-75 pounds:	Seldom	
76-100 pounds:	Not Required	Maximum Force: <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 equipment and supplies (e.g. youth, bed, table, food container, trash). The employee lifts items weighing between less than 1 pound and 75 pounds when performing job tasks (e.g. document, file; case of copy paper; garbage; up to 35-pound portable bed; one end of 65-pound folding table; 5-gallon water jug; 40-pound milk crate; 30-pound bed mattress; collectively lifting up to 200+ pound youth when supporting and/or assisting collateral agency and/or colleague in confrontation, defensive tactics, take-downs, containment and/or arrest). *Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

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

Assistive Devices: 2 and 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 75 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. youth, bed, table, food container, trash). The employee lifts items weighing between less than 1 pound and 75 pounds when performing job tasks (e.g. documents files; case of copy paper; garbage; up to 35-pound portable bed; one end of 65-pound folding table; 5-gallon water jug; 40-pound milk crate; 30-pound bed mattress; 5-pound fire extinguisher, 1-gallon bottles of cleaning solution; collectively lifting up to 200+ pound youth when supporting and/or assisting collateral agency and/or colleague in confrontation, defensive tactics, take-down, containment and/or arrest).

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

<u>MAXIMUM REQUIREMENT</u>	
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
Maximum Force: <u>75</u> Pounds	

Assistive Devices: 2 or 4-Wheel Cart, Hand Truck. 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 equipment and supplies (e.g. youth, bed, table, food container, trash). The employee carries items weighing between less than 1 pound and 75 pounds between when performing job tasks (e.g. documents, files; case of copy paper; up to 35-pound portable bed; lift and drag one end of 65-pound folding table; 30-pound bed mattress; 5-pound fire extinguisher, 1-gallon bottles of cleaning solution; collectively carrying up to 200+ pound youth when supporting and/or assisting collateral agency and/or colleague in confrontation, defensive tactics, take-down, containment and/or arrest).

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

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

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: Overhead lift/pull down is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting equipment and supplies (e.g. youths personal items, food, stock room items). The employee lifts items weighing between less than 1 pound and 10 pounds to a maximum height of 72 inches when performing job tasks (e.g. storage shelves, cabinets). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY:	Seldom
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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. locate miscellaneous storage items, documents, books, games, food, clothing located on overhead shelves and cabinets). *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 maximum distance of 28 inches when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls, customers and supplies (e.g. search for controlled substances, weapons, stolen property; documents stored on shelves; pat-downs, defensive tactics, applying handcuffs; desktop work; open/close door; drive vehicle; set up food service line; application of electronic monitoring device). *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 utilized when performing job tasks (e.g. search for controlled substances, weapons, stolen property; documents stored on lower shelves; pat-downs, defensive tactics, containment, applying handcuffs; application of electronic monitoring device). *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, half kneeling, or bending when performing job tasks.*

10.) SQUAT: (Unloaded)

**MAXIMUM
FREQUENCY:** Seldom

Comments: Squatting is performed when performing job tasks (e.g. evidence search of contraband, weapons search, containment, pat-down). *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:** Occasional

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting and/or transporting equipment (e.g. evidence search of contraband, weapons search, containment, pat-down; application of electronic monitoring device). *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 performing job tasks (e.g. surveillance; evidence search of contraband, weapons search, containment, pat-down; drive vehicle). *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:** Seldom

Comments: Turning is performed when performing job tasks (e.g. surveillance; evidence search of contraband, weapons search, containment, pat-down).

14.) KNEEL:

**MAXIMUM
FREQUENCY:** Seldom

Comments: Kneeling is required to perform job tasks (e.g. evidence search of contraband, weapons search, containment, medical response). *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:** Occasional

Comments: Stair climb is required in order to perform job tasks (e.g. to/from the departmental structures, youth residence, school, commercial building during field activities/visits; check youth's home arrest monitoring equipment strapped to lower leg). *Employees working in unit 5 or 6 climb stairs to/from 2nd story rooms up to 24+ episodes per work shift. Elevators are 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:** Frequent

Comments: Walking is performed when retrieving, returning, storing, adjusting, moving and/or transporting youths, equipment and supplies (e.g. supervise youths; escort youth travel within/out of facility, visit outside locations during electronic monitoring; respond to emergency call for assistance; walk for contraband search, institution visit, court appearance, school and residence visit; meetings with collaborating agency and/or colleague; field interviews). Walking length varies between 3 feet and 600+ feet depending on job task. Running is required on a seldom frequency in order to quickly respond to emergency situations. *Running length varies between 3 feet and 600+ feet depending on job need.*

19.) **SIT:**

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. desktop work; drive vehicle, court appearance, field interview, surveillance, transport youths within/out of county; operate central control communication panel).

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

MAXIMUM FREQUENCY: Frequent

Comments: Static standing is performed for a maximum of 15-minute intervals when performing job tasks (e.g. field interview with youth; meetings with collaborating agency and colleague; surveillance monitoring; booking/release counter; monitor food service line, family visits).

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

Comments: Hand controls are utilized to operate equipment (e.g. vehicle, door) when adjusting controls (e.g. drive vehicle; open/close door). Foot controls are utilized to operate equipment (e.g. vehicle). *Alternative Program officers and transport officers may operate vehicle controls frequently.*

23.) UPPER AND LOWER EXTREMITY COORDINATION:

MAXIMUM REQUIREMENT

Simple Grasp:	Frequent
Firm Grasp:	Occasional
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Frequent

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, youths and supplies (e.g. desktop work, vehicle, door).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; weapon search, pat-down, drive vehicle, desktop work).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; defensive tactics, restraining youth, physical containment).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, door key, finger print, control panel operation; page turn, sort, file; firearm).

Eye/hand coordination is utilized to perform job tasks (e.g. handwrite, keyboard, mouse, door key, finger print, control panel operation, page turn, sort, file; drive vehicle; firearm).

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:

MAXIMUM REQUIREMENT

Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; desktop work; surveillance; supervision; contraband search). *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:

PROBATION CORRECTIONS OFFICER I, II, III & SPCO

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	100 pounds	<i>Stair Climb</i> ¹	Occasional
<i>Pull (Force)</i> ¹	100 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> ¹	75 pounds	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	75 pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i> ¹	75 pounds	<i>Stand (Static)</i> ¹	Frequent
<i>Overhead Lift/Pull Down</i>	10 pounds	<i>Balance</i> ¹	Constant
<i>Overhead Reach</i> ¹	Seldom	<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>	Seldom	<i>Firm Grasp</i> ¹	Occasional
<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	Frequent
<i>Kneel</i> ¹	Seldom	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

[Signature]

Date: 9/9/15

Contact Person **BERNIE LKATA**
Title **HR MANAGER**

Contact Person
Title

Date: _____

Contact Person
Title

Date: _____

LA/ga