

Job Task Analysis

Employer:	STANISLAUS COUNTY
Occupation:	Assistant Treasurer-Tax Collector
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	October 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,

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, customers, and property.

Equipment:

- | | |
|-------------------|----------------------|
| 1. Copy machine | 6. Printer |
| 2. Facsimile | 7. Stapler |
| 3. File | 8. Telephone/Handset |
| 4. Keyboard/mouse | 9. Ten-key |
| 5. Monitor | 10. Vehicle |

*All employees within the **Assistant Treasurer-Tax Collector** positions 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 **Assistant Treasurer-Tax Collector** positions.*

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	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:	Not Applicable
6.	Exposure to excessive noise:.....	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: Not Applicable 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
11-100 pounds: Not Required **Maximum Force:** 10 Pounds

Assistive Devices: Not Required.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or adjusting equipment (e.g. file, cabinet, doors). The employee exerts up to 10 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 3 feet when performing job tasks (e.g. file cabinet or drawer; door).

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

MAXIMUM REQUIREMENT

0-10 pounds: Seldom
11-100 pounds: Not Required **Maximum Force:** 10 Pounds

Assistive Devices: Not Required.

Comments: Pulling is utilized with activities such as retrieving, returning, storing and/or adjusting equipment (e.g. files, cabinets, doors). The employee exerts up to 10 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 2 feet when performing job tasks (e.g. file cabinet or drawer; door). *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
11-100 pounds: Not Required **Maximum Force:** 5 Pounds

Assistive Devices: One or more person(s) assistance is available with weights greater than 5 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving and/or returning supplies (e.g. paper, files). The employee lifts items weighing between 1 pound and 5 pounds to/from floor when performing job tasks (e.g. up to 5-pound ream of copy paper; individual or stacked investment reports, financial statements, audit reports). *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
11-100 pounds: Not Required **Maximum Force:** 5 Pounds

Assistive Devices: Not Required. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

Comments: A level lift is utilized with activities such as retrieving and/or returning supplies (e.g. paper, files). The employee lifts items weighing between 1 pound and 5 pounds when performing job tasks (e.g. up to 5-pound ream of copy paper; individual or stacked investment reports, financial statements, audit report).

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

MAXIMUM REQUIREMENT

0-10 pounds: Occasional
11-100 pounds: Not Required **Maximum Force:** 5 Pounds

Assistive Devices: Not Required. Additionally, one or more person(s) assistance is available with weights greater than 5 pounds.

Comments: Weight carry is utilized with activities such as retrieving and/or returning supplies (e.g. paper, files). The employee carries items weighing between 1 pound and 5 pounds between 5 feet and 100+ feet when performing job tasks (e.g. up to 5-pound ream of copy paper; individual or stacked investment reports, financial statements, audit report).

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

Assistive Devices: Not Required.

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

Comments: Overhead reach is not required to perform to perform job tasks.

8.) **FORWARD REACH:**

MAXIMUM FREQUENCY: Frequent

Comments: Forward reach is performed to a maximum distance of 28 inches when retrieving, returning, storing, adjusting and/or moving equipment and supplies (e.g. legal files, desktop work; operate business machine). *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 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:** Seldom

Comments: Bending forward at the waist is performed when retrieving, returning and/or storing supplies (e.g. files). 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:** Seldom

Comments: Twisting at the waist is required to perform job tasks (e.g. drive vehicle). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair. Selected positions require driving occasionally.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Not Required

Comments: Turning is not required to perform job tasks.

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 sitting, stooping, 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:** Not Required

Comments: Stair climb is not required in order to go to/from the multilevel building. *Elevators are available for travel between floor levels.*

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 retrieving, returning, storing and/or transporting supplies (e.g. to/from copy machine, printer, customer counter; meeting with collaborating agency and/or colleague). 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 performing job tasks (e.g. desktop work; drive vehicle). *Selected positions require driving occasionally.*

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

**MAXIMUM
FREQUENCY:** Seldom

Comments: Static standing is performed for a maximum of 5-minute intervals when (e.g. operate business machine; meeting with collaborating agency and/or colleague).

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Adequate 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:	Seldom
FOOT:	
Right:	Seldom
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle). *Selected positions require driving occasionally.*

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

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

Comments: Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls and supplies (e.g. desktop work; miscellaneous office equipment, files, documents).

Simple grasping is utilized to perform job tasks (e.g. lift objects weighing less than 5 pounds; individual files).

Firm grasping is utilized to perform job tasks (e.g. lift objects weighing 5 pounds or greater; stacked files).

Fine manipulation is utilized to perform job tasks (e.g. door and file key, handwrite, keyboard, mouse, ten-key, telephone pad, pen, pencil; file, page turn, batch, sort; operate business machine).

Eye/hand coordination is utilized to perform job tasks (e.g. door and file key, handwrite, keyboard, mouse, ten-key, telephone pad, pen, pencil; file, page turn, batch, sort; operate business machine) .

Hand/foot coordination is utilized to perform job tasks (drive vehicle).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks. Selected positions require driving occasionally. Additionally, selected employees providing collection activities pack and carry a firearm for protection.

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

	<u>MAXIMUM REQUIREMENT</u>
Static Neutral Position:	Frequent
Flexing:	Frequent
Rotating:	Occasional
Extending:	Not Required

Comments: Neck movement is required when performing job tasks (e.g. desktop work; read, research, file, drive vehicle). Twisting at the neck may be minimized by utilizing the swivel action of the chair. *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. Selected positions require driving occasionally.*

{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>
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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:

ASSISTANT TREASURER- TAX COLLECTOR

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	10 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)¹</i>	10 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift¹</i>	5 pounds	<i>Walk¹</i>	Occasional
<i>Level Lift¹</i>	5 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	5 pounds	<i>Stand (Static)¹</i>	Seldom
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Occasional
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i>	Seldom
<i>Forward Reach¹</i>	Frequent	<i>Foot Control</i>	Seldom
<i>Stoop</i>	Not Required	<i>Simple Grasp¹</i>	Occasional
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp¹</i>	Seldom
<i>Forward Bend¹</i>	Seldom	<i>Fine Manipulation¹</i>	Frequent
<i>Twist</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Constant
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</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

 Lyle Andersen, PT, CWCE
 Preparer Signature

 Contact Person
 Title

Dolores Sarenana

 Contact Person Dolores Sarenana
 Title Assistant Treasurer - Tax Collector

 Contact Person
 Title

LA/gm