



California Physical Medicine

Physical Therapy • Occupational Therapy • Functional Capacity Evaluation

September 5, 2000

Debbie Paxson
Senior Personnel Analyst
County of Kern Personnel Department
1115 Truxtun Ave.
Bakersfield, CA 93301

Re: Animal Control Officer JTA
Animal Care Worker JTA

Dear Ms. Paxson:

I have enclosed a copy of the completed Job Task Analyses (JTA) for the Animal Control Officer and Animal Care Worker. The JTA objectively defines the physical demands required to perform the essential job functions.

The JTA identifies the strength demands for an Animal Control Officer as occasional lifting, pushing, and pulling up to 75 pounds. Activities requiring more than 75 pounds of lifting, pushing, or pulling should be performed with assistance. Therefore, the physical demand level for this position should be classified as between Medium and Heavy using the categories defined in *The United States Department of Labor's Dictionary of Occupational Titles, 4th Edition Supplement, 1991*. Medium to Heavy work can be defined as follows:

Exerting up to 75 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or greater than negligible up to 15 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

The JTA identifies the strength demands for an Animal Care Worker as occasional lifting, pushing, and pulling up to 50 pounds. Activities requiring more than 50 pounds of lifting, pushing, or pulling should be performed with assistance. Therefore, the physical demand level for this position should be classified as Medium using the categories defined in *The United States Department of Labor's Dictionary of Occupational Titles, 4th Edition Supplement, 1991*. Medium work can be defined as follows:

Exerting up to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light to Medium Work.

Re: Animal Care Worker JTA

9/5/2000

Page 2

Please review the JTA and call me at 325-5793 if you have any questions or notice any errors or omissions.

Thank you for the opportunity to provide service to your organization.

Sincerely,



Thomas B. Traut, M.Ed., RKT, CWCE

Director of Work Diagnostics and Ergonomics

Master's of Education in Exercise Science and Kinesiotherapy

Registered Kinesiotherapist

Certified work Capacity Evaluator

Enclosures

JOB TASK ANALYSIS

Employer: Kern County
Location: 201 South Mt. Vernon Ave.
Occupation: Animal Control Officer
Company Contact: Debbie Paxson
Telephone: 868-3924
Evaluator: Thomas B. Traut, M.Ed., RKT, CWCE
Facility: California Physical Medicine
Date: August 9, 2000

Introduction: Kern County provided the job description for this document. The environmental factors, physical and functional demands for this Job Task Analysis was documented by California Physical Medicine. The methodology for documentation consisted of an on-site visit using various measuring devices such as dynamometers, scales, and tape measures. Observation of job tasks and interviews with employees and managers was conducted.

The Job Task Analysis is organized as follows: general work description and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; work hours; environmental factors; and physical demands.

General Work Description:

Under general supervision explains and enforces state laws and county ordinances relating to the treatment and control of animals: and performs related work as required.

Performs a full range of duties, including patrol, licensing, quarantine, impounding, caring for and disposing of animals.

Essential Functions:

- Explains and interprets animal control laws, regulations, policies and procedure; advises public regarding reclaim, relinquishing and adoption of pets or livestock.
- Answers complaints concerning animals and takes appropriate action makes investigations of animal bites and issues quarantine notices; investigates and takes appropriate action to prevent inhumane treatment of animals.
- Issue violation notices and court citations; collect evidence and appear in court as a witness.
- Uses tranquilizer gun, shotguns, rifles or other means to control or destroy dangerous and/or injured animals; participates in destroying animals (euthanasia).
- Impounds and transports sick, injured, stray or dead animals; administers minor first aid and emergency treatment for animals.
- Collects fees and issues receipts for licenses and other animal care/control services.
- Captures, loads and transports livestock using trailers.

Animal Control Officer

Page 2

- Works cooperatively with a variety of law enforcement agencies when joint action is required.
- Speaks at schools and to other community groups concerning animal control services; answers questions concerning age, breed, characteristics, care and treatment of animals.
- Prepares lab samples for suspected rabid animals.
- Keeps records and prepares reports.
- Maintains and as necessary, makes minor repair to facilities, equipment and vehicles.
- Assists in front office, dispatch and shelter operations as necessary.

Uniform:

Required to wear a uniform during work hours.

Equipment/Instruments:

The Animal Control Officer is required to use a snare, rope, tranquilizer gun, firearms, trailers, pen or pencil, drive a vehicle, and small hand tools.

Qualifications and Requirements:

1. High school graduation and one year of experience in a setting which included the care and handling of animals or work of a responsible nature working with people in situations requiring the exercise of tact and good judgement, or any equivalent combination of training and experience.
2. A valid California Motor Vehicle Operator's License is required upon appointment.
3. Completion of a certified Penal Code 832 course in arrest and firearms is required within one year of appointment, and preferred before appointment.
4. Knowledge of: State laws and county ordinances relating to licensing, impounding, care, treatment and disposal of animals; techniques and procedures for the safe, humane and efficient handling of animals; various breeds of animals and their care and feeding; causes and symptoms of common animal diseases.
5. Ability to: Read, understand and explain applicable State and local laws, regulations and ordinances; recognize symptoms of rabies and other animal diseases; analyze situation and adopt effective courses of action; handle sick, injured dangerous or dead animals and decomposing animal carcasses in a safe and humane manner; learn the use and care of small firearms, tranquilizer guns and other assigned equipment; learn various techniques of safe and humane destruction of animals, such a lethal injection; destroy (euthanasia) dangerous, sick, or unwanted animals; meet and deal effectively with the public; keep records, fill out forms and prepare detailed reports; testify in court; read, understand and follow oral and written instructions.

Environmental Factors

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

Occasional =1-33% Frequent =34-66% Continuous =67-100%

	Environmental Factors	Frequency
1.	Unprotected Heights	Occasional
2.	Moving Machinery	Frequent
3.	Walking on uneven ground or slippery surfaces	Occasional
4.	Exposure to chemicals and hazardous materials	Occasional
5.	Driving cars or other moving equipment	Continuous
6.	Exposure to noise	Occasional
7.	Exposure to extreme temperature changes	Frequent
8.	Exposure to dust, gas, or fumes	Occasional
9.	Excessive vibration	Not Required
10.	Working proximity: Alone- Closely with others-	Continuous Occasional
11.	Working inside	Occasional
12.	Working outside	Frequent

SUMMARY OF PHYSICAL DEMANDS

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

Occasional =1-33% **Frequent** =34-66% **Continuous** =67-100%

PUSHING – Force Required	
0-10 Pounds: Occasional	35-50 Pounds: Occasional
11-24 Pounds: Occasional	51-75 Pounds: Occasional
25-34 pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Pushing is involved with such job duties as capturing, controlling animals with a 48 inch rabies snare, setting up ramp (30 pounds), moving cattle, horses, and other large animals. Pushing maximum individual force capable with larger animals.	

PULLING – Force Required	
0-10 Pounds: Occasional	35-50 Pounds: Occasional
11-24 Pounds Occasional	51-75 Pounds: Occasional
25-34 pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Pulling is involved with such job duties as capturing, controlling animals with a 48 inch rabies snare, setting up ramp (30 pounds), moving cattle, horses, and other large animals. Pulling maximum individual force capable with larger animals.	

LIFTING – Floor to 52 inches	
0-10 Pounds Occasional	36-50 Pounds: Occasional
11-25 Pounds: Occasional	51-75 Pounds: Occasional
26-35 Pounds Occasional	76-100 Pounds: Not Required*
Job Duties/Comments: Lifting from the floor to a height of 52 inches is required when putting animals into vehicle cages. Animals lifted include cats weighing up to 5-6 pounds, dogs (up to 100 pounds), pot-bellied pigs (up to 200 pounds), goats, sheep, and other miscellaneous animals. Lifting of animals is performed up to 25 times per day.	
Lifting is often performed with a 48-inch rabies snare. The snare is attached to the animal around the neck and the front of the animal is lifted into the cage. The snare is controlled with both hands, one on a handle at the end of the snare and the other on the release. This lifting method results in great force as the object lifted is held away from the body to protect the employee from bites. The snare creates a large horizontal distance from the center of the officer's body from the animal to protect the officer from animal bites. The resulting increased distance of the object being lifted results in a greater load being placed upon the officer's lumbar discs. In summary, increased muscle strength is required lifting with this method than when the animal can be held closed to the body.	

Lifting Floor to 52 inches - Continued:

Job Duties/Comments Continued:

Lifting of large animals can be avoided with the use of a ramp in some of the trucks.
This depends upon cooperation of the animal.

*Assistance is provided when lifting animals greater than 75 pounds such as large dogs and pigs.

OVERHEAD LIFT - Above 52 inches

0-10 Pounds: Occasional	36-50 Pounds: Not Required
11-25 Pounds: Not Required	51-75 Pounds: Not Required
26-35 Pounds: Not Required	76-100 Pounds: Not Required

Job Duties/Comments: Overhead lifting is performed when capturing and placing small animals such as cats in the vehicle.

CARRYING

0-10 Pounds: Occasional	36-50 Pounds: Occasional
11-25 Pounds: Occasional	51-75 Pounds: Occasional
26-35 Pounds: Occasional	76-100 Pounds: Not Required*

Job Duties/Comments: Carrying up to 100 feet is required when removing animals from a yard, a home, or when an animal has been tranquilized. Carrying is minimized as much as possible by driving the vehicle close to the animal when the area is accessible.

Animals carried include cats weighing up to 5-6 pounds, dogs (up to 100 pounds), pot-bellied pigs (up to 200 pounds), goats, sheep, and other miscellaneous animals.

Assistance is provided when lifting animals greater than 75 pounds such as large dogs and pigs.

OVERHEAD REACH

Frequency: Occasional

Job Duties/Comments: Reaching above the shoulders and head is required during search and capture of small animals.

FORWARD REACH

Frequency: Frequent

Job Duties/Comments: Reaching in front of the body with both arms is required during driving and when using a snare.

STOOPING AND FORWARD BENDING

Frequency: Occasional

Job Duties/Comments: Stooping and forward bending at the waist is required during the capture and control of animals.

SQUATTING

Frequency: Occasional

Job Duties/Comments: Squatting is performed when searching for an animal under a vehicle or crawl space as well as when lifting animals from below waist level.

TWISTING

Frequency: Occasional

Job Duties/Comments: The employee twists when capturing, controlling and placing animals in cages.

KNEELING

Frequency: Occasional

Job Duties/Comments: Kneeling is performed when searching for an animal under a vehicle or crawl space.

CRAWLING

Frequency: Occasional

Job Duties/Comments: The employee may crawl on hands and knees when searching for an animal under a vehicle or crawl space.

STAIR CLIMB

Frequency: Occasional

Job Duties/Comments: The employee may utilize the stairs to enter and leave various buildings.

LADDER CLIMB

Frequency: Occasional

Job Duties/Comments: Ladder climbing as well as climbing on tables, chairs, boxes, etc. is required when searching for and capturing animals.

WALKING

Frequency: Frequent

Job Duties/Comments: Walking is performed in and around the animal care facility as well as various sites during the search for and capture of animals. Terrain varies and includes uneven, slippery, rocky, and sloping ground surfaces.

RUNNING

Frequency: Occasional

Job Duties/Comments: Running is performed during the search for and capture of animals. Terrain varies and includes uneven, slippery, rocky, and sloping ground surfaces.

SITTING

Frequency: Frequent

Job Duties/Comments: Sitting is performed while driving the animal control vehicle.

STANDING

Frequency: Frequent

Job Duties/Comments: Standing is performed during the search, capture, and loading of animals.

BALANCE

Frequency: Excellent

Job Duties/Comments: Excellent balance is required when walking on various terrain, during climbing, and while using snare to contain a struggling animal.

POWER GRASPING

Frequency: Occasional

Job Duties/Comments: Grip strength in excess of 50 pounds is required to restrain animals with snare and roper, to open cages, when pulling out of ramp, and when lifting large animals.

SIMPLE GRASPING

Frequency: Frequent

Job Duties/Comments: Simple grasping is required during driving, holding of small animals, and using pens/pencils.

PINCH GRIPS

Frequency: Occasional

Job Duties/Comments: Pinch grips utilized during capture and control of animals.

FOREARM AND WRIST TURNING, FLEXING, EXTENDING

Frequency: Occasional

Job Duties/Comments: Forearm and wrist turning, flexing, extending with force is required when using the snare, opening cages, muzzling animals with rope.

FINE MANIPULATION AND MEDIUM DEXTERITY
Frequency: Occasional
Job Duties/Comments: Required when writing, manipulating the snare, and opening/closing cages.

JOB TASK ANALYSIS

Employer: Kern County
Location: 201 South Mt. Vernon Ave.
Occupation: Animal Care Worker
Company Contact: Debbie Paxson
Telephone: 868-3924
Evaluator: Thomas B. Traut, M.Ed., RKT, CWCE
Facility: California Physical Medicine
Date: August 22, 2000

Introduction: Kern County provided the job description for this document. The environmental factors, physical and functional demands for this Job Task Analysis was documented by California Physical Medicine. The methodology for documentation consisted of an on-site visit using various measuring devices such as dynamometers, scales, and tape measures. Observation of job tasks and interviews with employees and managers was conducted.

The Job Task Analysis is organized as follows: general work description and specific duties; safety requirements; uniform/equipment; required job-related knowledge, education, ability, and experience; work hours; environmental factors; and physical demands.

General Work Description:

Under supervision, to receive, process, and care for impounded animals at the Kern County Animal Shelter, to euthanize animals by injection according to established policies and procedures, and to assist the public.

Essential Functions:

- Feeds dogs, cats and other animals.
- Cleans animal pens and other animal holding areas as needed.
- Transfers animals between pens.
- Euthanizes animals by injection in accordance with established policies and procedures, carries or drags dead animals to disposal area awaiting pickup.
- Assists in answering telephone calls from public regarding stray, impounded or lost animals; provides other general information in the absence of the Shelter Supervisor.
- Release animals to owners according to established procedures.
- Assists in the preparation of standard forms and reports and maintains basic clerical records regarding pound operations.
- Handles monies received from the sale or custody of animals.
- Performs simple repairs on supplies and equipment.

Animal Care Worker

Page 2

- Assists with maintaining the grounds at the Animal Shelter.
- Performs other job-related duties as assigned.

Uniform:

Required to wear a uniform during work hours.

Equipment/Instruments:

Water hose, small hand tools, shovels, brooms, washing machine, drying machine, snare, rope, pen or pencil.

Qualifications and Requirements:

1. A valid Class C California Driver's License is required upon appointment.
2. Any combination of education, training, and experience that would provide the following:
 - Basic knowledge of animal breeds, characteristics and diseases.
 - Ability to understand and follow written instruction.
 - Ability to follow verbal instructions.
 - Ability to deal tactfully and courteously with the public in answering questions regarding animal shelter operations and the status of impounded animals.
 - Ability to perform basic clerical work in completing forms.
 - Ability to perform basic mathematics in computing fees and fines.
 - Ability to euthanize animals by injection.

Environmental Factors

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

Occasional =1-33% Frequent =34-66% Continuous =67-100%

	Environmental Factors	Frequency
1.	Unprotected Heights	Not Required
2.	Moving Machinery	Not Required
3.	Walking on uneven ground or slippery surfaces (wet concrete floors)	Continuous
4.	Exposure to chemicals and hazardous materials	Occasional
5.	Driving cars or other moving equipment	Not Required
6.	Exposure to noise (dogs barking)	Continuous
7.	Exposure to extreme temperature changes	Occasional
8.	Exposure to dust, gas, or fumes	Occasional
9.	Excessive vibration	Not Required
10.	Working proximity: Alone- Closely with others-	Occasional Frequent
11.	Working inside	Continuous
12.	Working outside	Occasional

SUMMARY OF PHYSICAL DEMANDS

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

Occasional =1-33% Frequent =34-66% Continuous =67-100%

PUSHING – Force Required	
0-10 Pounds: Occasional	35-50 Pounds: Occasional
11-24 Pounds: Occasional	51-75 Pounds: Not Required
25-34 pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Pushing is involved with such job duties as capturing, controlling animals with a 48 inches rabies snare, opening/closing cages, moving livestock and other large animals. Upper extremity muscle strength also is utilized when restraining and controlling animals for euthanasia.	

PULLING – Force Required	
0-10 Pounds: Occasional	35-50 Pounds: Occasional
11-24 Pounds Occasional	51-75 Pounds: Not Required
25-34 pounds: Occasional	76-100 Pounds: Not Required
Job Duties/Comments: Pulling is involved with such job duties as capturing, controlling animals with a 48 inches rabies snare, opening/closing cages, moving livestock and other large animals. Upper extremity muscle strength also is utilized when restraining and controlling animals for euthanasia.	

LIFTING – Floor to Waist Height	
0-10 Pounds Occasional	36-50 Pounds: Occasional
11-25 Pounds: Occasional	51-75 Pounds: Not Required*
26-35 Pounds Occasional	76-100 Pounds: Not Required*
Job Duties/Comments: Lifting of small animals, laundry, and supplies is performed from the floor height up to approximately 48 inches. Animals lifted include cats weighing up to 5-6 pounds, rabbits, dogs (up to 100 pounds), pot-bellied pigs (up to 200 pounds), goats, sheep, and other miscellaneous animals. Litter bags weigh 20 pounds, cat cages up to 55 pounds, barrel of kitty litter up to 80 pounds (two man lift), dog food bags weigh up to 30 pounds, hay cubes bags up to 50 pounds. *Lifting greater than 50 pounds is to be performed with assistance.	

OVERHEAD LIFT - 48 to 72 inches	
0-10 Pounds: Occasional	36-50 Pounds: Not Required
11-25 Pounds: Not Required	51-75 Pounds: Not Required
26-35 Pounds: Not Required	76-100 Pounds: Not Required
Job Duties/Comments: Overhead lifting is performed when retrieving supplies from shelves in supply room and when handling cats in cages 60 inches from the ground.	

CARRYING	
0-10 Pounds: Occasional	36-50 Pounds: Occasional
11-25 Pounds: Occasional	51-75 Pounds: Not Required*
26-35 Pounds: Occasional	76-100 Pounds: Not Required*
Job Duties/Comments: Carrying of small animals, laundry, and supplies is performed from the floor height up to approximately 48 inches.	
Animals Carried include cats weighing up to 5-6 pounds, rabbits, dogs (up to 100 pounds).	
Litter bags weigh 20 pounds, cat cages up to 55 pounds, barrel of kitty litter up to 80 pounds (two man lift), dog food bags weigh up to 30 pounds, hay cubes bags up to 50 pounds.	
*Carrying greater than 50 pounds is to be performed with assistance.	

OVERHEAD REACH
Frequency: Occasional
Job Duties/Comments: Reaching overhead is required when obtaining supplies.

FORWARD REACH
Frequency: Frequent
Job Duties/Comments: Reaching in front of the body is performed during animal care.

STOOPING AND FORWARD BENDING
Frequency: Frequent
Job Duties/Comments: Stooping and bending at the waist is performed when removing cats or other small animals from cages, retrieving feed from a feed barrel, obtaining supplies in the supply room

SQUATTING
Frequency: Occasional
Job Duties/Comments: Squatting is performed when cleaning cages, feeding animals, restraining animals, and obtaining supplies.

TWISTING

Frequency: Occasional

Job Duties/Comments: The employee twists when cleaning cages and restraining animals.

KNEELING

Frequency: Occasional

Job Duties/Comments: Kneeling is performed when cleaning cages, feeding animals, restraining animals, and obtaining supplies.

CRAWLING

Frequency: Occasional

Job Duties/Comments: The employee may crawl on hands and knees when cleaning cages.

STAIR & LADDER CLIMB

Frequency: Not Required

WALKING

Frequency: Continuous

Job Duties/Comments: Walking is performed in and around the animal care facility frequently on wet and slippery floor surfaces.

SITTING

Frequency:

Job Duties/Comments: Sitting is performed while

STANDING

Frequency: Continuous

Job Duties/Comments: Standing is performed

BALANCE

Frequency: Frequent

Job Duties/Comments: Good balance is required when standing and walking around the wet and slippery floor surfaces in the animal care facility.

POWER GRASPING

Frequency: Occasional

Job Duties/Comments: Power grasping is required when lifting animals and supplies and during restraining of animals.

SIMPLE GRASPING

Frequency: Continuous

Job Duties/Comments: Simple grasping is required during performance of animal care duties such as opening and closing cages and when hosing out cages.

PINCH GRIPS

Frequency: Occasional

Job Duties/Comments: Required when opening/closing animal cages.

FOREARM AND WRIST TURNING, FLEXING, EXTENDING

Frequency: Occasional

Job Duties/Comments: Forearm and wrist turning, flexing, extending with force is required when using the rabies snare, muzzling animals with rope, and controlling animals with a leash.

FINE MANIPULATION AND MEDIUM DEXTERITY

Frequency: Occasional

Job Duties/Comments: Required when writing.