



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Appraiser
Classification:	Appraiser I, II, III, Senior
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	November 2007; Updated October 2014
Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 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.

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

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, **Appraiser I** performs those office and field duties designed to provide training and experience in the appraisal of real and personal property for tax assessment purposes. **Appraiser II**, appraises all classes of taxable property for assessment purposes. **Appraiser III** performs the more difficult and complex appraisals of real property.

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

<http://www.co.stanislaus.ca.us/HR/PDF/JobSpecifications.pdf>

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. | 3-Step rolling step stool | 12. | Measuring wheel |
| 2. | 4-Wheel cart | 13. | Micro fiche reader/printer |
| 3. | Binocular | 14. | Monitor |
| 4. | Calculator | 15. | Mouse |
| 5. | Camera | 16. | Paper cutter |
| 6. | Computer | 17. | Printer |
| 7. | Copy machine | 18. | Scanner |
| 8. | Facsimile machine | 19. | Staple |
| 9. | Hand truck | 20. | Tape measure |
| 10. | Hole punch | 21. | Telephone |
| 11. | Keyboard | 22. | Vehicle |

*All employees within the **Appraiser I, II, III, Senior** 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 **Appraiser I, II, III, Senior** 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: traffic, farm equipment.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving: Vehicle	Occasional
6.	Exposure to excessive noise:..... <i>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>	Not Applicable
9.	Exposure to slippery or uneven walking surfaces: undeveloped ground, water, ice.	Occasional
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:	Frequent Frequent
16.	Working inside:.....	Frequent
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

0-10 pounds:	Occasional		
11-25 pounds:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 100+ feet when performing job tasks (e.g. up to 15 pounds of force traveling with 4-wheel cart or hand truck; close file, desk drawer; open/close door).

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		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> Pounds

Assistive Devices: 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. cart, door). The employee exerts up to 15 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. up to 15 pounds of force traveling 4-wheel cart or hand truck; open file, desk drawer; open/close door). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

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

Assistive Devices: One or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A stand-up lift is utilized with activities such as retrieving, returning, storing and/or transporting supplies (e.g. documents). The employee lifts items weighing between less than 1 pound and 10 pounds from/to the floor when performing job tasks (e.g. up to 10-pound briefcase, stacked appraisal records, documents, three-ring binder from/to lower shelves or cabinets).

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

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

Assistive Devices: One or more person(s) assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing and/or transporting supplies (e.g. documents). The employee lifts items weighing between less than 1 pound and 10 pounds when performing job tasks (e.g. up to 10-pound briefcase, documents, three-ring binder, miscellaneous stacked forms and reports).

Employees may travel for off-site training and audits annually which may require lifting personal luggage and/or office paraphernalia which may weigh more than 10 pounds.

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
11-100 pounds:	Not Required
Maximum Force: <u>10</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 retrieving, returning, storing and/or transporting supplies (e.g. documents, paper). The employee carries items weighing between less than 1 pound and 10 pounds between 5 feet and 100+ feet when performing job tasks (e.g. copy paper, clipboard, briefcase, tape measure; up to 10-pound document binder; stacked documents laptop computer; briefcase).

Employees may travel for off-site training and audits annually which may require lifting personal luggage and/or office paraphernalia which may weigh more than 10 pounds

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

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

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

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. A 3-step rolling step stool is available.*

7.) OVERHEAD REACH:**MAXIMUM
FREQUENCY:** Seldom

Comments: Overhead reach is performed up to a maximum height of 72 inches when performing job tasks (e.g. miscellaneous papers, reports from cabinet, shelves). *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 and/or operating equipment and supplies (e.g. desktop work, measuring tape, odometer wheel; drive vehicle; operate office business machine). *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 performing property site inspection (e.g. cabinets, shelves, crawl spaces, office document storage; low ceiling areas; field check). *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 half kneel 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 and/or operating equipment and supplies (e.g. office work; measuring tape, odometer wheel; field check). *Maximum forward trunk flexion required is 45 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 performed when performing property site inspections (e.g. field check; 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 property site inspections (e.g. agricultural, residential and commercial improvement checks; surveillance).

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, 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:** Seldom

Comments: Stair climb is required in order to go to/from property site inspections. Maximum number of 24 steps is climbed. Elevator is available at most public buildings.

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. 3-step rolling step stool). *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 performing job tasks (e.g. to/from parking lot; property site inspection; field check; meetings with collaborating agency and/or colleague; customer reception counter). 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. research; desktop work; meetings with collaborating agency and/or colleague; drive vehicle).

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

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 20-minute intervals when performing property site inspection and/or customer service (e.g. meetings with collaborating agency and/or colleague; field check; property site inspection; customer contact).

21.) **BALANCE:**

MAXIMUM FREQUENCY: Frequent

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, tape measure device) when performing property site inspection (e.g. drive vehicle; property calculation). Foot controls are utilized to operate equipment (e.g. drive vehicle).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

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

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

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle, measuring device; business machine).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle 3-ring binder, stacked appraisal files).

Fine manipulation is utilized to perform job tasks (e.g. measure, keyboard, 10-key; draw, handwritten, page turn, file, batch, sort, photograph; business machine).

Eye/hand coordination is utilized to perform job tasks (e.g. measure, keyboard, 10-key; draw, handwritten, page turn, batch, file, sort, photograph, drive vehicle; business machine).

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:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle, measure; property site inspection; desktop work; field check; customer contact). *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:

Appraiser I, II, III

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)¹</i>	15 pounds	<i>Stair Climb¹</i>	Seldom
<i>Pull (Force)¹</i>	15 pounds	<i>Ladder Climb¹</i>	Seldom
<i>Stand Up Lift¹</i>	10 pounds	<i>Walk¹</i>	Frequent
<i>Level Lift¹</i>	10 pounds	<i>Sit¹</i>	Constant
<i>Weight Carry¹</i>	10 pounds	<i>Stand (Static)¹</i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance¹</i>	Frequent
<i>Overhead Reach¹</i>	Seldom	<i>Hand Control¹</i>	Occasional
<i>Forward Reach¹</i>	Frequent	<i>Foot Control¹</i>	Occasional
<i>Stoop</i>	Seldom	<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>	Frequent
<i>Twist¹</i>	Seldom	<i>Eye/Hand Coordination¹</i>	Frequent
<i>Turn¹</i>	Seldom	<i>Hand/Foot Coordination¹</i>	Occasional
<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

Megan Maya

Date: 12/1/14

Contact Person
Title *Assistant Assessor - Administration*

Math All

Date: 12/1/14

Contact Person
Title *Assistant Assessor*

Contact Person
Title

LA/ga