



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Auditor Appraiser
Classification:	Auditor 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.

Chief Executive Office – Recruitment Unit

P.O. Box 3404, Modesto, CA 95354

Phone (209) 525-6341

Fax (209) 525-4056

Chief Executive Office – Risk Management Division

1010 10th St., Ste 5900, Modesto, CA 95354

Phone (209) 525-5710

Fax (209) 525-5779

<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, **Auditor-Appraiser I**, works in the business division of the Assessor's Office conducting the less difficult audits. **Auditor-Appraiser II**, examines, analyzes, and records information from the accounting records in the audit of commercial, industrial and farming establishments for the Business Division of the Assessor's Office and conducts real property appraisals. **Auditor-Appraiser III**, performs the more difficult and complex audit-appraisals for ad valorem tax purposes of personal property and improvements of commercial and industrial firms and performs direct supervision of staff conducting audit-appraisals.

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

All employees within the Auditor 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 Auditor 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, commercial equipment.....	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees. Walk-in freezer.....	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.	Seldom
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:	Occasional Continuous
16.	Working inside:.....	Frequent
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:	Seldom		
26-100 pounds:	Not Required	Maximum Force:	<u>15</u> Pounds

Assistive Devices: 2 or 4-wheeled cart, hand truck.

Comments: Pushing is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. cart, drawer). 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-wheeled cart or hand truck; close file, desk drawer; open/close property gate/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: 2 or 4-wheeled cart, hand truck.

Comments: Pulling is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. cart, drawer). 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 with 4-wheeled cart or hand truck; open file, desk drawer; open/close property gate/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:	Seldom		
11-100 pounds:	Not Required	Maximum Force:	<u>10</u> Pounds

Assistive Devices: One person 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 brief case, document binder, 3-ring binder from/to lower shelf or cabinet). *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:** 10 Pounds

Assistive Devices: One person 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 brief case, document binder, 3-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.

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:** 10 Pounds

Assistive Devices: Hand truck, 4-wheeled cart. Additionally, one person 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 600 feet when performing job tasks (e.g. 5-pound ream of copy paper, clipboard, briefcase, up to 10-pound document binder; stacked documents; laptop computer, calculator).

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

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

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: Seldom

Comments: Overhead reach is performed to a maximum height of 72 inches when performing job tasks (e.g. document search in cabinet, shelf). *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 to a maximum distance of 28 inches when retrieving, returning, storing and/or operating equipment and supplies (e.g. desktop work, measuring tape, odometer wheel; drive vehicle; operate office 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. cabinet, shelf, agricultural equipment, office document storage). *Stooping height varies depending on 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 when performing job tasks. *Squatting may be minimized or avoided by substituting alternate positions of sitting, stooping, bending, kneeling or half-kneeling. Partial squatting is a preferred lifting posture.*

11.) FORWARD BEND:**MAXIMUM
FREQUENCY:** Occasional

Comments: Bending forward at the waist is performed when performing job tasks. (e.g. property inspection of industrial and agricultural equipment, commercial property, office document storage; field check). *Maximum forward trunk flexion required is 45 degrees. 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 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 an office swivel chair.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Turning is performed when performing property site inspections (e.g. field check of agricultural, industrial and commercial property).

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. Elevators are available in 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 step stool). *Variables to overhead climbing will vary according to the employee's anthropometric reach.*

18.) **WALK:**

**MAXIMUM
FREQUENCY:** Occasional

Comments: Walking is performed when performing office work and/or property site inspection (e.g. office counter, meeting with collaborating agency and/or colleague, parking lot; field check). *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 property site inspection and/or operating equipment (e.g. desktop work, drive vehicle to/from agricultural, industrial and commercial business property).

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

MAXIMUM FREQUENCY: Occasional

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

21.) **BALANCE:**

MAXIMUM FREQUENCY: Frequent

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

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

	MAXIMUM REQUIREMENT
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 when performing job tasks (e.g. drive vehicle). 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 and/or transporting equipment, controls and supplies (e.g. desktop; miscellaneous office tools).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle, miscellaneous office equipment, files).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; binder; drive vehicle).

Fine manipulation is utilized to perform job tasks (e.g. keyboard, mouse, 10-key, copy machine, facsimile machine, handwriting, page turn, file).

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle; 10-key, keyboard, mouse, copy machine, facsimile machine, hand write, page turn sort).

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:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. drive vehicle; property site inspection; desktop work; field check). Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks. *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>
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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:

Auditor Appraiser I, II, III, Senior

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>	Occasional
<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>Stoop¹</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>	Occasional	<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

Lyle Andersen, PT, CWCE
Preparer Signature

Date: _____

Mercy Maya

Contact Person
Title

Date: 12/3/14

Assistant Assessor - Administration

Math Nill

Contact Person
Title *Assistant Assessor*

Date: 12/3/14

Contact Person
Title

Date: _____

LA/ga