

# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Supervising Auditor Appraiser
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	November 2007; March 2017
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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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.

**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, assists the Supervising Auditor Appraiser in the management of the assigned Division, performs difficult and complex personal property appraisals and audits.

**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. 4-Wheelcart       | 10. Microfiche reader/printer |
| 2. Answering machine | 11. Monitor                   |
| 3. Calculator        | 12. Mouse                     |
| 4. Computer          | 13. Paper cutter              |
| 5. Copy machine      | 14. Printers                  |
| 6. Facsimile         | 15. Scanner                   |
| 7. Hand Truck        | 16. Staplers                  |
| 8. Hole punch        | 17. Telephone                 |
| 9. Keyboard          | 18. Vehicle                   |

*All employees within the **Supervising Auditor Appraiser** 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 **Supervising Auditor Appraiser** position.*

**ENVIRONMENTAL FACTORS**



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

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery:..... Traffic, farm equipment.	Seldom
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	Seldom
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:	Seldom Constant
16.	Working inside:.....	Constant
17.	Working outside:.....	Seldom

## 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

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

*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, drawers). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 40 feet when performing job tasks (e.g. up to 15 pounds of force traveling with 4-wheeled cart or hand truck; closing file, desk drawers and onsite customer property gates/doors).

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

#### MAXIMUM REQUIREMENT

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

*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, drawers). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height of a distance up to 40 feet when performing job tasks (e.g. up to 15 pounds of force traveling with 4-wheeled cart or hand truck; closing file, desk drawers and onsite customer property gates/doors). *Pushing is the preferred method of moving carts.*

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

#### MAXIMUM REQUIREMENT

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

*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 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.*

**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).

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).

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

**MAXIMUM REQUIREMENT**

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

**Comments:** Overhead lift/pull down is required to perform job tasks (e.g. stored files). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

**MAXIMUM FREQUENCY:** Occasional

**Comments:** Overhead reach is performed to a maximum height of 72 inches when performing job tasks (e.g. file search). *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, business machine, files). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Stooping is performed when performing job tasks (e.g. property site inspection, filing, cabinets, shelves, office document storage). *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 when performing 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:** Occasional

**Comments:** Bending forward at the waist is performed when performing job tasks (e.g. property site inspection, cabinets, shelves, office document storage). *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:** Seldom

**Comments:** Twisting at the waist is performed when performing property site inspections (e.g. file search; field checks; 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:** Occasional

**Comments:** Turning is performed when performing property site inspections (e.g. file search; field checks; and audits).

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 bending, squatting, sitting 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 the property site inspections. Maximum number of 24 steps is climbed. 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 anthropometric reach.*

18.) **WALK:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Walking is performed when performing office work and/or property site inspection (e.g. to//from copy and facsimile, printer, office counter, meeting room, county offices, to/from parking lot; field checks and audits). *Walking length varies between 3 feet and 1,000+ 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, review documents, drive automobile to/from agricultural, and commercial business property).

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. interview; educate; observe and inspect worksite; counter work).

21.) **BALANCE:**

<b>MAXIMUM FREQUENCY:</b>	Occasional
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*Comments:* Good balance is required for safe walking, standing, reaching and lifting.

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

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>HAND:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Seldom
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Seldom
<b>Left:</b>	Seldom
<b>Both:</b>	Not Required
<b>Either:</b>	Not Required

*Comments:* Hand controls are utilized to operate equipment (e.g. vehicle) when performing property site inspection (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

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

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

*Comments:* Grasping and coordination activities are performed when performing job tasks (e.g. desktop work, vehicle).

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

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

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, 10-key; copy, fax; handwritten, page turn, file).

**Eye/hand coordination** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; drive vehicle).

**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:**

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Frequent
<b>Rotating:</b>	Occasional
<b>Extending:</b>	Seldom

**Comments:** Neck movement is required when performing job tasks (e.g. drive vehicle, property site inspection, research, desktop work). *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:

### Supervising Auditor Appraiser

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> <sup>1</sup>	15 pounds	<i>Stair Climb</i> <sup>1</sup>	Seldom
<i>Pull (Force)</i> <sup>1</sup>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i> <sup>1</sup>	10 pounds	<i>Walk</i> <sup>1</sup>	Occasional
<i>Level Lift</i> <sup>1</sup>	10 pounds	<i>Sit</i> <sup>1</sup>	Constant
<i>Weight Carry</i> <sup>1</sup>	10 pounds	<i>Stand (Static)</i> <sup>1</sup>	Occasional
<i>Overhead Lift/Pull Down</i> <sup>1</sup>	<5 pounds	<i>Balance</i> <sup>1</sup>	Occasional
<i>Overhead Reach</i> <sup>1</sup>	Occasional	<i>Hand Control</i> <sup>1</sup>	Seldom
<i>Forward Reach</i> <sup>1</sup>	Frequent	<i>Foot Control</i> <sup>1</sup>	Seldom
<i>Stoop</i> <sup>1</sup>	Occasional	<i>Simple Grasp</i> <sup>1</sup>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i> <sup>1</sup>	Seldom
<i>Forward Bend</i> <sup>1</sup>	Occasional	<i>Fine Manipulation</i> <sup>1</sup>	Frequent
<i>Twist</i> <sup>1</sup>	Seldom	<i>Eye/Hand Coordination</i> <sup>1</sup>	Frequent
<i>Turn</i> <sup>1</sup>	Occasional	<i>Hand/Foot Coordination</i> <sup>1</sup>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> <sup>1</sup>	Frequent
<i>Crawl</i>	Not Required		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
Lyle Andersen, PT, CWCE  
Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Contact Person  
Title

Date: \_\_\_\_\_

*Merced Maya*  
Merced Maya  
Assistant Assessor-Administration

Date: *6-12-17*

\_\_\_\_\_  
Contact Person  
Title

Date: \_\_\_\_\_

LA/gm