



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Auditor Appraiser
Classification:	Auditor Appraiser Senior and Supervisor
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
Date:	November 2007
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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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 Appraiser in the management of the assigned Division, performs difficult and complex real property appraisals

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

<http://www.stancounty.com/personnel/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. Answering machine | 9. Monitor |
| 2. Calculator | 10. Mouse |
| 3. Computer | 11. Paper cutter |
| 4. Copy machine | 12. Printers |
| 5. Facsimile | 13. Staplers |
| 6. Hole punch | 14. Telephone |
| 7. Keyboard | 15. Typewriters |
| 8. Microfiche reader/printer | 16. Vehicle |

*All employees within the **Auditor Appraiser Senior & Supervisor** 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 Senior & Supervisor** 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. Walk-in freezer.	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):	Not Applicable
5.	Driving:	Not Applicable
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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>25</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, drawers). The employee exerts up to 25 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 25 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Seldom
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: <u>25</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, drawers). The employee exerts up to 25 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 pounds:	Not Required
Maximum Force: 10 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 30 inches off 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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 up to 36 inches in height 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.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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:	Not Required
11-25 pounds:	Not Required
26-35 pounds:	Not Required
36-50 pounds:	Not Required
51-75 pounds:	Not Required
76-100 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
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Comments: Overhead reach is performed to a maximum height of 72 inches when performing job tasks (e.g. cabinets, 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
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Comments: Forward reach is performed to a maximum distance of 32 inches when retrieving, returning, storing and/or operating equipment and supplies (e.g. office equipment, filing). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY:	Occasional
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Comments: Stooping is performed when performing property site inspection (e.g. cabinets, shelves, agricultural equipment, 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:	Seldom
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Comments: Squatting is performed when performing property site inspection (e.g. cabinets, shelves, agricultural equipment, commercial equipment, office document storage). *Squatting may be minimized or avoided by substituting alternate positions of bending 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 property site inspection (e.g. cabinets, shelves, agricultural equipment, commercial property, 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:** Occasional

Comments: Twisting at the waist is performed when performing property site inspections (e.g. field checks). *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. agricultural 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 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 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 equipment (e.g. copy and facsimile, computers, printers, office counter, meeting rooms, county offices, counter duty, to/from parking lot; field checks). *Walking length varies between 3 feet and 1,000+ feet depending on job task.*

19.) **SIT:**

**MAXIMUM
FREQUENCY:** Continuous

Comments: Sitting is performed for a maximum of 120 minute intervals when performing property site inspection and/or operating equipment (e.g. data entry on keyboard, 10-key, handwriting, review documents, driving automobile from/to agricultural, and commercial business property). *Specific work tasks may require up to frequent standing and/or walking.*

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. interviewing, explaining, educating, observing work site). *Specific work tasks may require up to frequent sitting and/or walking.*

21.) **BALANCE:**

**MAXIMUM
FREQUENCY:** Occasional

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. automobile) when performing property site inspection and/or operating equipment (e.g. driving, documenting property). Foot controls are utilized to operate equipment (e.g. driving to/from customer property).

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. automobile, miscellaneous office tools).

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

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

Fine manipulation is utilized to perform job tasks (e.g. keyboard, 10-key, copy, fax, drawing, handwriting, page turning, filing).

Eye/hand coordination is utilized to perform job tasks (e.g. driving, miscellaneous office equipment).

Hand/foot coordination is utilized to perform job tasks (e.g. driving 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:	Occasional
Rotating:	Occasional
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. driving, property site inspection, office 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. *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

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

Auditor Appraiser Senior & Supervisor

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	25 pounds	<i>Stair Climb</i> ¹	Seldom
<i>Pull (Force)</i> ¹	25 pounds	<i>Ladder Climb</i> ¹	Not Required
<i>Stand Up Lift</i> ¹	10 pounds	<i>Walk</i> ¹	Occasional
<i>Level Lift</i> ¹	10 pounds	<i>Sit</i> ¹	Continuous
<i>Weight Carry</i> ¹	10 pounds	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance</i> ¹	Occasional
<i>Overhead Reach</i> ¹	Seldom	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Occasional	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i> ¹	Occasional	<i>Simple Grasp</i> ¹	Frequent
<i>Squat (Unloaded)</i> ¹	Seldom	<i>Firm Grasp</i> ¹	Occasional
<i>Forward Bend</i> ¹	Frequent	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Occasional	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i> ¹	Occasional	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i> ¹	Not Required	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

_____ Date: _____ _____ Date: _____
 Lyle Andersen, PT, CWCE Contact Person
 Preparer Signature Title

_____ Date: _____ _____ Date: _____
 Contact Person Contact Person
 Title Title

LA/au