



# Job Task Analysis

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<b>Employer:</b>	Stanislaus County
<b>Occupation:</b>	Appraiser
<b>Classification:</b>	Supervisor
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	October 2014; Updated October 2022
<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.

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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.

**Appraiser Supervisor** supervises a major assessment section in the Assessor's Office and coordinates related business functions. This classification has a broad scope and breadth of both function and supervisory responsibilities. This supervising position is subject to overtime, standby, and callback assignments. Performs related duties as assigned.

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

*All employees within the **Appraiser 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 **Appraiser Supervisor** 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.....	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>	Not Applicable
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**

<b><u>FREQUENCY DEFINITIONS</u></b>	<b><u>SELDOM</u></b>	<b><u>OCCASIONAL</u></b>	<b><u>FREQUENT</u></b>	<b><u>CONSTANT</u></b>
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.**

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

**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.**

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

**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.*

**MAXIMUM REQUIREMENT**

<b>0-10 pounds:</b>	Seldom		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>10</u></b> 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.*

**MAXIMUM REQUIREMENT**

<b>0-10 pounds:</b>	Occasional		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>10</u></b> 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 satchel, documents, three-ring binder, miscellaneous stacked forms and reports). *Supervisor 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**

<b>0-10 pounds:</b>	Occasional		
<b>11-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>10</u></b> 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; up to 10-pound document binder; stacked documents, laptop computer). *Supervisor 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**

<b>0-100 pounds:</b>	Not Required	<b>Maximum Force:</b>	<b><u>0</u></b> Pounds
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**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; 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). *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:** Seldom

**Comments:** Bending forward at the waist is performed when retrieving, returning, storing and/or operating equipment and supplies (e.g. office work). 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. office worker, 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. office work).

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 to perform job tasks (e.g. off-site residential property). *Elevator is available in commercial 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 height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM FREQUENCY:** Occasional

*Comments:* Walking is performed when performing job tasks (e.g. to/from parking lot; property; meetings with collaborating agency and/or colleague; customer reception counter). Walking length varies between 3 feet and 100+ 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; meeting 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 job tasks (e.g. meeting with collaborating agency and/or colleague; customer reception contact).

21.) **BALANCE:**

**MAXIMUM FREQUENCY:** Frequent

*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>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Occasional
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Occasional
<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 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>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Occasional
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Seldom

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting (e.g. vehicle, desktop).

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

**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. mouse, keyboard, 10-key, copy machine, facsimile machine; draw, handwrite, page turn, file, sort).

**Eye/hand coordination** is utilized to perform job tasks (e.g. mouse, keyboard, 10-key, copy machine, facsimile machine; draw, handwrite, page turn, file, sort; 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:**

<u>MAXIMUM REQUIREMENT</u>	
<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; 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:

### Appraiser Supervisor

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	15 pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)<sup>1</sup></i>	15 pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift<sup>1</sup></i>	10 pounds	<i>Walk<sup>1</sup></i>	Occasional
<i>Level Lift<sup>1</sup></i>	10 pounds	<i>Sit<sup>1</sup></i>	Constant
<i>Weight Carry<sup>1</sup></i>	10 pounds	<i>Stand (Static)<sup>1</sup></i>	Occasional
<i>Overhead Lift/Pull Down</i>	0 pounds	<i>Balance<sup>1</sup></i>	Frequent
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Seldom
<i>Forward Reach<sup>1</sup></i>	Frequent	<i>Foot Control<sup>1</sup></i>	Seldom
<i>Stoop</i>	Seldom	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp<sup>1</sup></i>	Occasional
<i>Forward Bend<sup>1</sup></i>	Seldom	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist<sup>1</sup></i>	Seldom	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn<sup>1</sup></i>	Seldom	<i>Hand/Foot Coordination<sup>1</sup></i>	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl</i>	Not Required		

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

*Lyle Andersen, PT*

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 Lyle Andersen, PT, CWCE  
 Preparer Signature

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

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

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

*Urosula Spain*  
 Contact Person  
 Title *Supervising Appraiser*

Date: *11/8/2022*

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

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

LA/gm