

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Administrative Aide
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Light/Sedentary

DATE COMPLETED: December 2023
DIVISION: EEO - Commissions

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

| Frequency | Percentage of time per shift | Repetition (# times per shift) | 8 Hr Shift | 9 Hr Shift | 10 Hr Shift | 12 Hr Shift |
|------------------------|------------------------------|--------------------------------|------------|------------|-------------|-------------|
| Never/Not Required (N) | n/a | n/a | n/a | n/a | n/a | n/a |
| Occasionally (O) | 1 - 33% | 1 – 100 | 0 - 2.5 | 0 - 3 | 0 - 3.5 | 0 – 4 |
| Frequently (F) | 34 - 66% | 100 – 500 | 2.5 - 5.5 | 3 - 6 | 3.5 - 7 | 4 – 8 |
| Continuously (C) | 67 - 100% | 500+ | 5.5 – 8 | 6 - 9 | 7 - 10 | 8 - 12 |

PART 1 - JOB DUTIES/FUNCTIONS:

| A. Job Duty/Function | B. Job Duty # | C. Freq Rating | D. Equipment or tools used to perform (Describe) | E. Specialized Expertise, License, Certification Required? (Describe) | F. Essential or Non- Essential | Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing. |
|--|---------------|----------------|--|---|--------------------------------|--|
| While performing the following duties, employees in this position work in a typical office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, photocopiers, fax machines, etc. Employees in this position also provide support for meetings including transporting supplies, set up/clean up meeting rooms. | | | | | | |
| Typing and writing: developing agendas for meetings; typing up meeting minutes; general correspondence via email; drafting board items; tracking information. | 1 | F | Computer, mouse, phone | | Essential | |
| Reviewing and assimilating information from verbal and written communications and responding in writing or verbally as required. | 2 | O | Computer, mouse, phone | | Essential | |

| A. Job Duty/Function | B. Job Duty # | C. Freq Rating | D. Equipment or tools used to perform (Describe) | E. Specialized Expertise, License, Certification Required? (Describe) | F. Essential or Non- Essential | Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing. |
|---|---------------|----------------|--|---|--------------------------------|--|
| Preparing for Commission meetings, typically 2-4 meetings a month; preparing and packing/emailing materials, bringing materials to meeting room; setting up and closing down meeting space or arrange and host virtual meeting; may need to move chairs/small foldout table during meeting set up/close down. | 3 | 0 | Computer, mouse, phone, scanner, copier | | Essential | |
| Attending Commission meetings and taking minutes, typically typing and using a laptop; meetings may be 2-3 hours and up to 4 as an exception. | 4 | 0 | Laptop/computer | | Essential | |
| Understanding and following County procedures as they relate to purchasing and expense reimbursement; tracking expenses and submitting reimbursement requests; using simple spreadsheets to develop and track budget expenses | 5 | 0 | Computer, mouse | | Essential | |
| Coordinating special activities and events; scheduling meeting space; coordinating purchasing agreements; coordinating printings; coordinating mailings or email distribution lists; coordinate food vendor; assisting with room set up | 6 | 0 | Computer, mouse, phone | | Essential | |
| Ordering supplies or special equipment | 7 | 0 | Computer, mouse, phone | | Essential | |

PART 2: PHYSICAL DEMANDS

| Activity | Examples of Duties/Functions Requiring Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY: Permanently Restricted |
|-------------------------------------|---|---|------------------------|------------------------------------|-------------------------------------|
| 1 Sitting | 1-7 | F | | | |
| 2 Walking | 1-6 | O | | | |
| 3 Running | | N | | | |
| 4 Standing | 3,4 | O | | | |
| 5 Bending-Neck | 1-7 | O | | | |
| 6 Bending-Waist | 1-7 | O | | | |
| 7 Squatting | 4,6 | O | | | |
| 8 Climbing | | N | | | |
| 9 Kneeling | 4,6 | O | | | |
| 10 Crawling | | N | | | |
| 11 Twisting (neck) | 1-7 | O | | | |
| 12 Twisting (waist) | 1-7 | O | | | |
| 13 Repetitive Hand Use | 1-7 | O | | | |
| 14 Simple Grasping-Right Hand | 1-7 | O | | | |
| 15 Simple Grasping-Left Hand | 1-7 | O | | | |
| 16 Power Grasping-Right Hand | 1-7 | O | | | |
| 17 Power Grasping-Left Hand | 1-7 | O | | | |
| 18 Fine Manipulation-Right Hand | 1-7 | O | | | |
| 19 Fine Manipulation-Left Hand | 1-7 | O | | | |
| 20 Pushing and Pulling (right hand) | 1-7 | O | | | |
| 21 Pushing and Pulling (left hand) | 1-7 | O | | | |
| 22 Reaching (above shoulder level) | 1-7 | O | | | |
| 23 Reaching (below shoulder level) | 1-7 | O | | | |
| 24 Lifting-up to 10 lbs. | 1-7 | O | | | |
| 25 Lifting-11-25 lbs. | 1-7 | O | | | |
| 26 Lifting-26-50 lbs. | 1-7 | O | | | |
| 27 Lifting 51-75 lbs. | | N | | | |
| 28 Lifting 76-100 lbs. | | N | | | |
| 29 Lifting 100 + lbs. | | N | | | |
| 30 Carrying 0-10 lbs. | 4,6 | O | | | |
| 31 Carrying 11-25 lbs. | 4,6 | O | | | |
| 32 Carrying 26-50 lbs. | 6 | O | | | |
| 33 Carrying 51-75 lbs. | | N | | | |
| 34 Carrying 76-100 lbs. | | N | | | |

PART 3: SENSORY REQUIREMENTS

| Activity | Examples of Duties/Functions Requiring Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---|------------------------|------------------------------------|------------------------------------|
| 1 Functional vision, normal or corrected | | F | | | |
| 2 Functional color vision, normal or corrected | | F | | | |
| 3 Functional night vision, normal or corrected | | O | | | |
| 4 Functional hearing, normal or corrected | | F | | | |
| 5 A sense of smell or taste | | N | | | |

PART 4: COMPREHENSION LEVEL

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|-------------------------------------|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Follow Oral Instructions | F | | | |
| 2 Follow Written Instructions | F | | | |
| 3 Required to sustain concentration | F | | | |

PART 5: NATURE OF TASKS

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|---|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Follow set procedures | O | | | |
| 2 Organize own work | F | | | |
| 3 Able to ask questions or request assistance when needed | F | | | |
| 4 Required to make decisions independently | F | | | |
| 5 Required to train and/or lead other staff | O | | | |
| 6 Required to direct other staff (e.g. planning, goal setting, performance) | N | | | |

PART 6: WORK PACE

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Tightly scheduled and rapid pace of work activities at high volume | N | | | |
| 2 Meet time sensitive deadlines | O | | | |
| 3 Long and/or irregular hours | O | | | |
| 4 Limited/unpredictable opportunity for breaks | O | | | |
| 5 Required to perform on-call or emergency work | N | | | |

PART 7: COMPLEXITY/VARIABILITY

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Variable and unpredictable workflow | O | | | |
| 2 Attention divided by issues requiring multi-tasking | O | | | |
| 3 Work requires precise attention to detail | F | | | |
| 4 Use of judgment in routine matters | F | | | |
| 5 Requires use of judgment in adapting procedures from one task to another | F | | | |
| 6 Possible legal ramifications associated with work activities or work product | O | | | |

PART 8: INTERACTIONS WITH OTHERS

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|--|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Works with others (e.g., co-workers, other departments/agencies, public) | F | | | |
| 2 Interactions limited to giving/receiving information | O | | | |
| 3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies) | O | | | |
| 4 Interactions occur under circumstances of emotional stress | N | | | |
| 5 Risk of confrontation with violent or assaultive clients or customers | N | | | |

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

| Activity | FREQUENCY RATING Never, Occasional; Frequent, or Constant | MEDICAL Can Perform | PROVIDER Temporarily Restricted | USE ONLY Permanently Restricted |
|---|---|---------------------------|---------------------------------------|---------------------------------------|
| 1 Work Inside | F | | | |
| 2 Work Outside | O | | | |
| 3 Extreme Heat (above 100 degrees) | N | | | |
| 4 Extreme Cold (below 32 degrees) | N | | | |
| 5 Excessive Noise (must raise voice to be heard) | N | | | |
| 6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.) | N | | | |
| 7 Dust, Vapors, Fumes, Smoke | N | | | |
| 8 Silica, asbestos, etc. | N | | | |
| 9 Solvents (e.g., gas, turpentine, etc.) | N | | | |
| 10 Grease, oils | N | | | |
| 11 Acidic, Caustic Solutions | N | | | |
| 12 Pesticides | N | | | |
| 13 Explosives (e.g., dynamite, bomb, etc.) | N | | | |
| 14 Cleaning supplies, abrasives (other than normal office products) | N | | | |
| 15 Other Chemicals (e.g. drugs and other contraband) | N | | | |
| 16 Human Blood, Body Tissues, or Fluids | N | | | |
| 17 Human Wastes | N | | | |
| 18 Animal Blood, Body Tissues, or Fluids | N | | | |
| 19 Animal Wastes | N | | | |
| 20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) | N | | | |
| 21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.) | N | | | |
| 22 Biomedical Waste | N | | | |
| 23 Ionizing Radiation | N | | | |
| 24 Non-Ionizing Radiation | N | | | |
| 25 Electrical Energy | N | | | |
| 26 Walking on uneven, slippery, or rough surfaces (hillsides, paths, wet surfaces) | N | | | |
| 27 Proximity to moving mechanical parts (e.g., equipment, machinery) | N | | | |
| 28 Proximity to moving vehicles or objects | N | | | |
| 29 Heights (e.g., rooftop, ladders, scaffolding, etc.) | N | | | |
| 30 Contact with water, other liquids, humid conditions - not weather related | N | | | |
| 31 Work Below Ground: (e.g., excavation, trench, etc.) | N | | | |
| 32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections) | N | | | |
| 33 Operates non-commercial motor vehicles (cars, trucks) | N | | | |
| 34 Operates commercial vehicles – CDL Class _____ Endorsements _____ | N | | | |
| 35 Operates passenger van to transport clients, inmates, etc. | N | | | |
| 36 Pulls non-commercial trailers or equipment | N | | | |
| 37 Operates heavy equipment | N | | | |
| 38 Other: | | | | |

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

| Medical Screening, Surveillance or Vaccination | Pre-Hire | Post-Hire | Frequency (one time, annual, etc.) |
|--|----------|-----------|------------------------------------|
| 1 Audiometric Testing | | | |
| 2 DOT Commercial Driver Drug and Alcohol Screening | | | |
| 3 DOT Commercial Driver Physical Exam | | | |
| 4 Respirator Physical Exam | | | |
| 5 Respirator Questionnaire – Short | | | |
| 6 Respirator Questionnaire – Standard | | | |
| 7 Blood lead level | | | |
| 8 Hazardous Waste/Emergency Worker physical | | | |
| 9 Heavy metal screen (mercury, lead, arsenic) | | | |
| 10 HINT Hearing Noise Sensitivity Testing | | | |
| 11 Tuberculosis skin test | | | |
| 12 Vaccine: MMR | | | |
| 13 Vaccine: Hepatitis B | | | |
| 14 Vaccine: Influenza | | | |
| 15 Vaccine: Meningococcal | | | |
| 16 Vaccine: Pneumococcal | | | |
| 17 Vaccine: Rabies | | | |
| 18 Vaccine: Rabies Titer | | | |
| 19 Vaccine: Tdap | | | |
| 20 Vaccine: Chickenpox | | | |

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.