

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Air Pollution Control District Analyst (CST: Department Analyst)
DEPARTMENT: Northern Sonoma County Air Pollution Control District (ACD)
PHYSICAL DEMAND STRENGTH RATING: Sedentary

DATE COMPLETED: 9/20/21
DIVISION: NA

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 at the ACD’s Healdsburg office location, sitting for long periods of time and routinely using office equipment such as computers, phones, and office equipment.						
Works independently and uses good judgment while leading and assisting staff engaged in operational support: provides advice and technical guidance to ACD staff and the public; acts as a subject matter expert in assigned areas such as payroll, billing, accounts payable, human resources, and contract and grants administration.	1	F	Computer, phone		Essential	

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Working independently, enters and reviews detailed information in databases and other computerized systems; understands, analyzes, and applies complex rules and regulations; reviews and verifies accuracy and completeness of data entered into systems; ensures compliance with applicable County and ACD policies; researches changes, omissions, and errors; obtains information needed to correct record; adjusts and corrects records; generates various reports using database reporting tools.	2	C	Computer, phone		Essential	
Communicates in person, by phone, or email with co-workers, supervisors, ACD Board directors, HR and County liaisons, and the general public to explain detailed and complex information, ask for advice and guidance, and to advise and educate staff on applicable County and ACD policies, MOUs, and legal requirements, etc.; asks questions of caller to ensure accurate information is provided; assists in the proper completion of forms; advises staff on training and other administrative requirements.	3	F	Computer, phone		Essential	
Performs financial and statistical data analysis; collects, assembles, analyzes, and interprets data; assists with financial reporting, forecasting, the preparation of the recommended budget and other financial reports; utilizes spreadsheets and financial databases; performs rate calculations and revenue projections; ensures the accuracy of information; periodically reviews actual expenditures against budget; prepares supportive documentation, including written narratives, graphs, etc.; understands and follows applicable County and ACD policies and procedures.	4	F	Computer, 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.
Assists with the recruitment and hiring of ACD employees while following established County policies: submits recruitment request to County Human Resources electronically; works collaboratively with County HR staff to develop job bulletin and testing processes; secures subject matter experts to participate in testing process; participates in department selection process; schedules and coordinates interviews, ensures compliance with statutory requirements and County policies and procedures related to background investigations, reference checks, and medical screening, prepares new hire paperwork and completes related documentations; orients new employees to County and ACD.	5	0	Computer, phone		Essential	
Actively participates in assigned County and ACD advisory groups and teams, such as: process improvement, new program implementation/Initiatives; provides input and makes recommendations; responds to requests for information; provides information to co-workers.	6	0	Computer, phone		Essential	
Collects, assembles, analyzes, and interpret data relating to ACD operations including policies, functions, organization, staffing, and client surveys	7	0	Computer, 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, 3, 4, 5, 6, 7	O			
3 Running	NA	N			
4 Standing	1, 3, 4, 5, 6, 7	O			
5 Bending-Neck	1-7	F			
6 Bending-Waist	3, 5, 6	O			
7 Squatting	NA	N			
8 Climbing	1-7	N			
9 Kneeling	NA	N			
10 Crawling	NA	N			
11 Twisting (neck)	1-7	F			
12 Twisting (waist)	1-7	O			
13 Repetitive Hand Use	1-7	C			
14 Simple Grasping-Right Hand	1-7	F			
15 Simple Grasping-Left Hand	1-7	F			
16 Power Grasping-Right Hand	NA	N			
17 Power Grasping-Left Hand	NA	N			
18 Fine Manipulation-Right Hand	3-6	O			
19 Fine Manipulation-Left Hand	3-6	O			
20 Pushing and Pulling (right hand)	1-7	O			
21 Pushing and Pulling (left hand)	1-7	O			
22 Reaching (above shoulder level)	3, 5, 6	O			
23 Reaching (below shoulder level)	1-7	O			
24 Lifting-up to 10 lbs.	1-7	F			
25 Lifting-11-25 lbs.	NA	N			
26 Lifting-26-50 lbs.	NA	N			
27 Lifting 51-75 lbs.	NA	N			
28 Lifting 76-100 lbs.	NA	N			
29 Lifting 100 + lbs.	NA	N			
30 Carrying 0-10 lbs.	1-7	O			
31 Carrying 11-25 lbs.	NA	N			
32 Carrying 26-50 lbs.	NA	N			
33 Carrying 51-75 lbs.	NA	N			
34 Carrying 76-100 lbs.	NA	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	1-7	C			
2 Functional color vision, normal or corrected	2, 4, 7	O			
3 Functional night vision, normal or corrected	NA	N			
4 Functional hearing, normal or corrected	1-7	F			
5 A sense of smell or taste	NA	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	C			

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	F			
2 Organize own work	C			
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)	O			

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	F			
2 Meet time sensitive deadlines	F			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	N			
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	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
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	N			

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)	C			
2 Interactions limited to giving/receiving information	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
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	C			
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	O			
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	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery)	N			
28 Proximity to moving vehicles or objects	O			
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)	O			
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:	NA			

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.