

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Department Analyst Extra Help

**DATE COMPLETED:** September 2023

**DEPARTMENT:** Human Resources

**DIVISION:** ADMINISTRATION

**PHYSICAL DEMAND STRENGTH RATING:** Light

**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.						
Provides procurement support and guidance to program managers and other department staff. Serves as liaison between HR staff and Purchasing Division, and ACTTC for administration of contracts utilizing computer and peripherals, phone, and face-to-face communication. Tracks, follows-up and communicates project status and needs with managers. Uses Microsoft Office software, financial system software, and other related software for tracking and reporting. Develops and delivers training related to procurement support and serves as the department subject matter expert.	1	C	Computer, scanning machine, phone		Essential	

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<p>Manages and coordinates the department's office space in conjunction with the department Injury Illness and Prevention Program and office equipment by coordinating office moves, and maintenance and equipment requests through installation or completion. Troubleshoots office operational and functional issues as they arise by coordinating with staff and county and non-county points of contact, and other resources. Meets and collaborates with staff in person, as needed. Provides on-site oversight of day-to-day office operations and serves as resource for staff and is responsible for physical office equipment inventory management, equipment replacement and maintenance schedules, maintenance of department contact lists, and updating office map layouts and organizational charts. Develops and delivers training to HR staff related to office operations and resources. Uses established software systems and internal systems to organize and keep track of information.</p>	2	C	<p>Computer, scanning machine, phone, ladders, hand cart, dolly, measuring tape</p>		Essential	
<p>Manages staffing for lobby reception in suite 116 including training, email communication, and coordinates and leads support team meetings.</p>	3	F	<p>Computer, phone</p>		Essential	
<p>Coordinates and conducts activities associated with new and separating employees, including set up of work spaces, providing and removing technology access, and coordinating access with ISD and HRIS as needed. . Uses established systems and internal systems to organize and prepare and disseminate operational information to HR staff. Prepares materials and assists department managers with hiring, onboarding and offboarding activities, and provides training to managers as needed. Uses internal systems to organize and keep track of information.</p>	4	F	<p>Computer, scanning machine, phone</p>		Essential	

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Interprets policies and procedures related to office operations; at the request of HR staff, researches past decisions/practices for continuity; recommends actions and changes to processes to unit leadership with supporting rationale and to increase operational efficiencies. Requires analytical and comprehension skills and documenting information.	5	F	Computer, scanning machine, 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	1-7	O			
3 Running	n/a	N			
4 Standing	1-7	O			
5 Bending-Neck	1-7	F			
6 Bending-Waist	1-7	O			
7 Squatting	1,5	O			
8 Climbing	n/a	N			
9 Kneeling	1-5	O			
10 Crawling	n/a	N			
11 Twisting (neck)	1-7	O			
12 Twisting (waist)	1-7	O			
13 Repetitive Hand Use	1-7	F			
14 Simple Grasping-Right Hand	1-7	F			
15 Simple Grasping-Left Hand	1-7	F			
16 Power Grasping-Right Hand	n/a	N			
17 Power Grasping-Left Hand	n/a	N			
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)	1,5	O			
23 Reaching (below shoulder level)	1-7	O			
24 Lifting-up to 10 lbs.	1-7	O			
25 Lifting-11-25 lbs.	1,5	O			
26 Lifting-26-50 lbs.	1,5	O			
27 Lifting 51-75 lbs.	n/a	N			
28 Lifting 76-100 lbs.	n/a	N			
29 Lifting 100 + lbs.	n/a	N			
30 Carrying 0-10 lbs.	1-7	O			
31 Carrying 11-25 lbs.	1,5	O			
32 Carrying 26-50 lbs.	1,5	O			
33 Carrying 51-75 lbs.	n/a	N			
34 Carrying 76-100 lbs.	n/a	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	1,2,5,7	F			
3 Functional night vision, normal or corrected	1,5	O			
4 Functional hearing, normal or corrected	1-7	C			
5 A sense of smell or taste	n/a	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	O			
2 Follow Written Instructions	O			
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	C			
3 Able to ask questions or request assistance when needed	F			
4 Required to make decisions independently	C			
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	F			
2 Meet time sensitive deadlines	F			
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	F			
2 Attention divided by issues requiring multi-tasking	F			
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	O			
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	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	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	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	O			
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.**