

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Deputy Human Resources Director

DATE COMPLETED: 8/31/23

DEPARTMENT: Human Resources Department

DIVISION: Risk Management/Administration

PHYSICAL DEMAND STRENGTH RATING: Sedentary

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 phones, computers, printers, photocopiers, etc., and have frequent interactions by phone, virtual formats, email, and in person with individuals and groups.						
Works during core business hours and occasionally outside normal business hours; may require hours more than 40 per week as required of management employees. Attends meetings both in-person, onsite and off-site, and virtually.	1	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	

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Assists the Director in establishing and achieving department priorities, goals, and objectives, and works collaboratively with executive HR management, HR staff, department partners and leadership, employee representatives, boards, commissions, advisory bodies, community groups, and project stakeholders. Interprets and explains County and HR policies, procedures, and contractual agreements.	2	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Uses judgment, discretion, technical knowledge, written/oral communication skills, and interpersonal skills to convey information effectively and professionally to the public, County staff, union representatives, and management. Maintains a professional demeanor and communication style in a manner consistent with County HR expectations, policies, practices, and procedures.	3	C	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Advises and assists departments with creative problem-solving within the confines of set policies, rules, best practices, time constraints, and competing priorities. Achieves consensus by diplomatically navigating and influencing stakeholders with varying opinions, needs, and motivations.	4	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	
Manages many day-to-day operations of the department, and continually evaluates and seeks solutions to maintain and improve the comprehensive range of human resources and risk management programs and services provided to Human Resources customers.	5	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats		Essential	
Represents the County and speaks before public bodies, organizations, committees, and the public on matters pertaining to agency initiatives, projects, programs, and activities.	6	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		Essential	

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Actively maintains industry knowledge and stays current on field-related laws, policies, and best practices; review and evaluate changes in federal or state laws or regulations that impact the delivery of risk management services.	7	F	Computer, phone, office equipment, audio-visual equipment, and virtual meeting formats; may need to independently travel to site		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 (working at desk/computer, attending meetings)	1-7	C			
2 Walking (to meetings, etc.)	1-7	O			
3 Running	N	N			
4 Standing (presenting, meetings, etc.)	1-7	O			
5 Bending-Neck (computer work, working at desk)	1-7	C			
6 Bending-Waist (sitting at desk, in meetings, etc.)	1-7	C			
7 Squatting (to access files)	1-7	O			
8 Climbing	N	N			
9 Kneeling	N	N			
10 Crawling	N	N			
11 Twisting (neck) (computer work, working at desk)	1-7	O			
12 Twisting (waist) (computer work, working at desk)	1-7	O			
13 Repetitive Hand Use (typing, writing)	1-7	C			
14 Simple Grasping-Right Hand (mousing, phone)	1-7	F			
15 Simple Grasping-Left Hand (mousing, phone)	1-7	F			
16 Power Grasping-Right Hand	N	N			
17 Power Grasping-Left Hand	N	N			
18 Fine Manipulation-Right Hand (typing, writing)	1-7	F			
19 Fine Manipulation-Left Hand (typing, writing)	1-7	F			
20 Pushing and Pulling (right hand) (Opening doors, drawers)	1-7	O			
21 Pushing and Pulling (left hand) (Opening doors, drawers)	1-7	O			
22 Reaching (above shoulder level) (file drawers)	1-7	O			
23 Reaching (below shoulder level) (file drawers)	1-7	O			
24 Lifting-up to 10 lbs. (files, meeting materials)	1-7	O			
25 Lifting-11-25 lbs.	N	N			
26 Lifting-26-50 lbs.	N	N			
27 Lifting 51-75 lbs.	N	N			
28 Lifting 76-100 lbs.	N	N			
29 Lifting 100 + lbs.	N	N			
30 Carrying 0-10 lbs. (files, meeting materials)	1-7	O			
31 Carrying 11-25 lbs.	N	N			
32 Carrying 26-50 lbs.	N	N			
33 Carrying 51-75 lbs.	N	N			
34 Carrying 76-100 lbs.	N	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	N	N			
3 Functional night vision, normal or corrected	N	N			
4 Functional hearing, normal or corrected	1-7	C			
5 A sense of smell or taste	N	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	C			
2 Follow Written Instructions	C			
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	C			
4 Required to make decisions independently	C			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g., planning, goal setting, performance)	C			

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	C			
2 Meet time-sensitive deadlines	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunities for breaks	O			
5 Required to perform on-call or emergency work	O			

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	C			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	C			
6 Possible legal ramifications associated with work activities or work product	C			

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	O			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	C			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

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., jackhammer, 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:				

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.