

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: DIRECTOR OF EMERGENCY MANAGEMENT
DEPARTMENT: EMERGENCY MANAGEMENT
PHYSICAL DEMAND STRENGTH RATING: SEDENTARY/LIGHT

DATE COMPLETED: May 2023
DIVISION: EXECUTIVE MANAGEMENT/ADMINISTRATIVE SVCS.

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 class may be called to work out in the field at the site of an emergency or remote incident command post, and can sometimes work long and irregular hours, including nights, weekends, and occasionally holidays.						
Works independently and with delegated authority to plan and administer program and policy direction for the Department of Emergency Management and ensures program activities are conducted in accordance with departmental and County policies and procedures, and with applicable federal and state laws; reports, both orally and in writing, to the CAO and the Board of Supervisors on program issues, obstacles, and progress; follows direction of Board in implementing new policies and goals.	1	C	Computer/phone	Y (ICS)	E	

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Upon activation of the Emergency Operations Center (EOC) during emergency situations and natural disasters, leads the planning activities of the EOC: learns and understands the current state of operations; determines what plans are needed immediately; gathers and analyzes information needed to develop future plans; oversees and directs the preparation of emergency response plans; communicates activities of the planning section to local officials, other members of the EOC, and the staff; works in a high pressure, fast paced environment.	2	C	Computer, phone	Y (ICS)	E	
Communicates by phone, in person, or by email or other written format with elected and appointed officials, department heads, CAO staff, Operational Area partner agencies, law enforcement, departmental staff, members of the public, and local, state, and federal agencies to coordinate activities and provide detailed information regarding the status of emergency incidents.	3	F	Computer/Phone	Y(ICS)	E	
Provides direction, both orally and in writing, to subordinate managers and staff to ensure goals are met; plans, organizes, and assigns work; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	4	F	Computer/Phone	N	E	
Represents the County and speaks before public bodies, organizations, committees, and the public on matters pertaining to department initiatives, projects, programs, and activities; drives vehicle to off-site meetings.	5	F	Computer/Phone/ Vehicle	Y (ICS; Class C Driver's License)	E	
Enters data into computer software; maintains electronic and paper records and files in accordance with established procedures.	6	F	Computer	N	E	
May serve as an on-call rotation Staff Duty Officer and may work long or irregular hours, including nights, weekends and holidays.	7	O	Computer/ Phone/Car	Y (ICS; CA Class C Driver's License)	E	
May work long and irregular hours, including nights, weekends, and holidays during preparedness, response and recovery phases of emergency situations (e.g., floods, fires, earthquakes, public health incidents); may assist with moving supplies and resources at storage locations or the emergency operations center.	8	O	Computer/ Phone/Vehicle	Y (ICS; CA Class C Driver's License)	E	

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Conducts high priority and complex work assignments; drafts and presents reports and recommendations; analyzes programs and services to continually seek program and process improvements; conducts presentations and trainings.	9	F	Computer/ Phone	Y (ICS)	E	
Coordinates preparedness and incident activations at the Emergency Operations Center.	10	O	Computer/ Phone	Y (ICS)	E	
Participates in advisory committees or other related working groups; works collaboratively with and represents the County before local, state, and federal agencies, and governing bodies.	11	O	Computer/ Phone	Y (ICS)	E	
Directs the preparation of, and reviews, edits, and prepares complex and technical written documents, including Board items, after action reports, and supporting documentation; ensures all documents are complete; ensures consistency with County policy.	12	F	Computer, phone	N	E	
Directs the research, analysis, and preparation of the agency budget; determines priorities; ensures expenditures conform to approved funding; reviews mid-year fiscal reports; ensures the timely submission of budget documentation.	13	O	Computer, phone	N	E	
Monitors state and federal legislation related to department programs; recommends new and changed legislation for action; coordinates activities to implement changes to legislation.	14	F	Computer, phone	N	E	
Drives county vehicle/pick-up truck throughout the county, including to rugged and remote locations during site visits for post-disaster damage assessments with local, state and federal agencies.	15	O	Vehicle	Y (CA Class C Driver's License)	E	
May be required to use Personal Protective Equipment (PPE) during site/field visits during or after a disaster, which may include: wet, muddy or slippery ground, post-fire burn scars with smoldering debris, downed trees, vegetation debris, rubble or building debris.	16	O	Hard hat, work gloves, N95 mask, safety boots, reflective jacket/vest, rain coat, protective goggles	N	E	

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Serves as Director of the County Emergency Operations Center and is subjected to varying-length rotating standby (on-call) coverage and work long and irregular hours, including nights, weekends, and holidays to respond to after hour calls and during response and recovery phases of emergency situations (earthquakes, floods, fires, etc.).	17	O	Computer/Phone/ Vehicle	Y (ICS; CA Class C Driver's License)	E	

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	1-16	C			
2 Walking	2,3,5,7,8,10,11,15,16,17	F			
3 Running	N/A	N			
4 Standing	1-17	F			
5 Bending-Neck	1-17	C			
6 Bending-Waist	1-17	F			
7 Squatting	2,7,8,10,15,16,17	O			
8 Climbing	2,7,8,10,15,16,17	O			
9 Kneeling	2,7,8,10,15,16,17	O			
10 Crawling	N/A	N			
11 Twisting (neck)	1-17	F			
12 Twisting (waist)	1-17	F			
13 Repetitive Hand Use	1-17	F			
14 Simple Grasping-Right Hand	1-17	F			
15 Simple Grasping-Left Hand	1-17	F			
16 Power Grasping-Right Hand	2,7,8,10,15,16,17	O			
17 Power Grasping-Left Hand	2,7,8,10,15,16,17	O			
18 Fine Manipulation-Right Hand	1-17	F			
19 Fine Manipulation-Left Hand	1-17	F			
20 Pushing and Pulling (right hand)	2,7,8,10,15,16,17	O			
21 Pushing and Pulling (left hand)	2,7,8,10,15,16,17	O			
22 Reaching (above shoulder level)	2,7,8,10,15,16,17	O			
23 Reaching (below shoulder level)	2,7,8,10,15,16,17	O			
24 Lifting-up to 10 lbs.	2,7,8,10,15,16,17	F			
25 Lifting-11-25 lbs.	2,7,8,10,15,16,17	O			
26 Lifting-26-50 lbs.	2,7,15,16	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.	2,7,8,10,15,16,17	F			
31 Carrying 11-25 lbs.	2,7,8,10,15,16,17	O			
32 Carrying 26-50 lbs.	2,7,15,16	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	1-17	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	2,7,15,16	O			
4 Functional hearing, normal or corrected	1-17	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	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	F			
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	F			
6 Required to direct other staff (e.g. planning, goal setting, performance)	F			

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	F			

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	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	F			
6 Possible legal ramifications associated with work activities or work product	F			

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)	F			
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)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	O			
9 Solvents (e.g., gas, turpentine, etc.)	O			
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.)	O			
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.)	O			
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.	O			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	N			
38 Other:				

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable

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	X	X	Annual
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.