

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Park Ranger Assistant
DEPARTMENT: Regional Parks
DOT OCCUPATION CODE:

DATE COMPLETED: 2022
DIVISION: Park Operations
PHYSICAL DEMAND STRENGTH RATING: Medium

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 (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.
Works outdoors in all types of terrain, vegetation, and weather conditions; hikes, walks, and move over uneven, steep, and/or slippery terrain to avoid injury. Requires working irregular hours on weekdays, weekends, and holidays.	1	C	Uniform, safety shoes or boots		E	
Communicates in person with park visitors, to explain park rules and regulations; answers questions regarding facilities; provides information about natural resources; provides directions to park locations; maintains a courteous demeanor; continuously walks and stands; debriefs with management and senior staff on critical incidents; uses a radio.	2	C	radio, phone, computer		E	
Cleans and maintains restrooms and buildings; inspects restrooms and buildings to ensure cleanliness; sweeps and mops floors; cleans and sanitizes sinks, toilets, and other components; restocks restroom supplies; empties trash.	3	F	Mop, broom, cleaning supplies, cleaning cart, PPE		E	

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Performs cleanup of picnic and swimming areas; campgrounds, and boat launch; picks up trash and lifts/carries trash bags; deposits trash in dumpsters; lifts dumpster lids weighing 10 pounds; lifts, pushes, bends, reaches.	4	F	Gloves, litter gutter, vehicle, PPE		E	
Collects visitor day use and camping fees at park entry booth and on park grounds; issues warnings or courtesy envelopes while stationed in park entry booth, on foot or in a light motorized vehicle; stands and walks continuously; accounts for payments; completes standardized daily fee collection report; maintains electronic and paper records.	5	F	vehicle, cash register, computer, bicycle		E	
Provides first aid; calms injured visitors; calls for assistance as necessary; maintains a calm and professional demeanor.	6	O	Phone, radio, first aid/CPR equipment, PPE	CPR/First Aid Certificate	E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate safety gear.	7	C	Appropriate safety equipment including goggles and gloves		E	
Drives vehicle or light motorized vehicle from one location to another; inspects vehicle and reports any issues or damage.	8	C	Vehicle	CA Drivers' License	E	
Performs semi-skilled construction tasks: painting projects, builds picnic tables, small structures, and informational signs; bends, kneels, and reaches.	9	O	Hand tools; both power and manual		N	
Takes inventory of supplies on hand; replaces stock of supplies as necessary; reaches forward, above and below shoulders, lifts, pushes, pulls, carries.	10	O	Gloves, hand cart, vehicle, step ladder		E	
Plants and waters trees, shrubs, flowers and grass using hand and garden tools; prunes trees; cuts and mows grass and weeds using hand tools or gas or electrical operated garden equipment; walks, stands, kneels, crawls, lifts, bends.	11	O	Hand tools, garden tools, gas or electrical operated garden equipment.		N	
Assist in providing educational and teaching activities to the public; informs about natural resources in parks; stands and walks continuously.	12	O			E	
Oversees the work of subordinate seasonal employees; assigns work; provides advice, orients on equipment operation.	13	F			E	
Patrols park on foot, and by bicycle and vehicle; issues warning notices; performs hazard and safety inspections. Documents via email and ledger.	14	F	Vehicle	CA Drivers' License	E	

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Assists with emergency calls and search and rescue, including traffic control.	15	O	Safety PPE, radio, phone, vehicle		E	
Responds and assists with incidents regarding domestic and wild animals; communicates park rules and regulations; calls for assistance as needed.	16	O	Phone, PPE		N	

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	5, 8, 10,12,14,15	Frequently			
2 Walking	1-16	Frequently			
3 Running	16	Occasional			
4 Standing	1,5,10,11,12	Frequently			
5 Bending-Neck	1-16	Frequently			
6 Bending-Waist	1-16	Frequently			
7 Squatting	3,4,6,9,10,11,15,16	Occasional			
8 Climbing	3,9,10,16	Occasional			
9 Kneeling	3,4,6,9,11,15,16	Occasional			
10 Crawling	11,16	Occasional			
11 Twisting (neck)	1-16	Frequently			
12 Twisting (waist)	1-16	Frequently			
13 Repetitive Hand Use	2,3,4,5,8,9,10,11,14,15,16	Frequently			
14 Simple Grasping-Right Hand	2,3,4,5,8,9,10,11,14,15,16	Frequently			
15 Simple Grasping-Left Hand	2,3,4,5,8,9,10,11,14,15,16	Frequently			
16 Power Grasping-Right Hand	3,4,9,10,11	Occasional			
17 Power Grasping-Left Hand	3,4,9,10,11	Occasional			
18 Fine Manipulation-Right Hand	2,5,10,12,14	Occasional			
19 Fine Manipulation-Left Hand	2,5,10,12,14	Occasional			
20 Pushing and Pulling (right hand)	3,4,9,10,11	Frequently			
21 Pushing and Pulling (left hand)	3,4,9,10,11	Frequently			
22 Reaching (above shoulder level)	3,4,9,10,11,15,16	Frequently			
23 Reaching (below shoulder level)	3,4,9,10,11,15,16	Frequently			
24 Lifting-up to 10 lbs.	1-16	Frequently			
25 Lifting-11-25 lbs.	2,4,6,9,10,11,15,16	Frequently			
26 Lifting-26-50 lbs.	3,4,9,11,15,16	Occasional			
27 Lifting 51-75 lbs.		Never			
28 Lifting 76-100 lbs.		Never			
29 Lifting 100 + lbs.		Never			
30 Carrying 0-10 lbs.	1-16	Frequently			
31 Carrying 11-25 lbs.	2,4,6,9,10,11,15,16	Frequently			
32 Carrying 26-50 lbs.	3,4,9,11,15,16	Occasional			
33 Carrying 51-75 lbs.		Never			
34 Carrying 76-100 lbs.		Never			

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	1-16	Constant			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
2 Functional color vision, normal or corrected		Never			
3 Functional night vision, normal or corrected	2,4,5,8,14,15,16	Frequently			
4 Functional hearing, normal or corrected	1-16	Constant			
5 A sense of smell or taste		Never			

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	Constant			
2 Follow Written Instructions	Constant			
3 Required to sustain concentration	Frequently			

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	Constant			
2 Organize own work	Constant			
3 Able to ask questions or request assistance when needed	Constant			
4 Required to make decisions independently	Frequently			
5 Required to train and/or lead other staff	Frequently			
6 Required to direct other staff (e.g. planning, goal setting, performance)	Never			

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

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	Constant			
2 Attention divided by issues requiring multi-tasking	Constant			
3 Work requires precise attention to detail	Frequently			
4 Use of judgment in routine matters	Frequently			
5 Requires use of judgment in adapting procedures from one task to another	Occasional			
6 Possible legal ramifications associated with work activities or work product	Never			

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

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

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.