

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Risk Manager, Project
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: 2/3/2023
DIVISION: Risk Management Administration

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 has frequent interactions by phone, virtual formats, email, and in person with individuals and groups.	1	C	Computer, phone, webcam, pen, office equipment	N/A	Essential	
Meet in person and virtually. Communicates effectively both verbally and in writing, and collaborates with stakeholders across all levels of the organization; establishes professional and effective working relationships; seeks input from all interested parties.	2	C	Computer, phone, webcam, pen, office equipment	N/A	Essential	

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Using initiative and good judgment; identifies, evaluates, and recommends projects for funding opportunities; analyzes proposed projects for feasibility and consistency with organizational initiatives; determines the appropriate funding level; understands, interprets, and applies statutes and regulations.	3	C	Computer, phone, webcam, pen, office equipment	N/A	Essential	
Prepares required reporting for internal recommendations and/or Board of Supervisor Summary reports, including submission of applicable data, using spreadsheets and other computerized formats; ensures accuracy of information and consistency with policy and Board approvals; maintains all related documentation.	4	C	Computer, phone, webcam, pen, office equipment	N/A	Essential	
Works independently and with discretion to assist assigned senior managers in planning and administering program and policy direction for the Human Resource Department; 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 assigned senior managers and/or Human Resources Director and the Board on program issues, obstacles, and progress.	5	O	Computer, phone, webcam, pen, office equipment	N/A	Essential	
Represents the Human Resources Department, virtually and in-person, and speaks before committees, organizations, and Board of Supervisors on matters pertaining to agency initiatives, projects, programs, and activities.	6	O	Computer, phone, webcam, pen, office equipment	N/A	Essential	

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Identifies need and responds to requests from executive management for new policies; researches and analyzes issue; reviews relevant laws, regulations, and policies; writes policy using approved format and professional level writing; ensures policy is reviewed by other County departments as appropriate, such as Human Resources and County Counsel; identifies need for and meets and confers with Union as appropriate; communicates newly approved policies to Commission staff.	7	0	Computer, phone, webcam, pen, office equipment	N/A	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 (daily, at work station, in meeting, etc.)	1-7	C			
2 Walking (to meetings, around office space to use equipment)		O			
3 Running	NA	N			
4 Standing (Presenting, meeting in person)	1-7	O			
5 Bending-Neck (General computer use, presenting)	1-7	O			
6 Bending-Waist (Sitting at workstation, in meetings)	1-7	O			
7 Squatting	NA	N			
8 Climbing	NA	N			
9 Kneeling	NA	N			
10 Crawling	NA	N			
11 Twisting (neck) (computer use, presenting)	1-7	O			
12 Twisting (waist) (sitting, presenting)	1-7	O			
13 Repetitive Hand Use (typing, writing, dialing)	1-7	F			
14 Simple Grasping-Right Hand (mouse, files, phone)	1-7	O			
15 Simple Grasping-Left Hand (files, mouse, phone)	1-7	O			
16 Power Grasping-Right Hand	NA	N			
17 Power Grasping-Left Hand	NA	N			
18 Fine Manipulation-Right Hand (typing, writing, dialing)	1-7	O			
19 Fine Manipulation-Left Hand (typing, writing, dialing)	1-7	O			
20 Pushing and Pulling (right hand) (opening doors, cabinets, etc.)	1	O			
21 Pushing and Pulling (left hand) (opening doors, cabinets etc.)	1	O			
22 Reaching (above shoulder level) (accessing cabinets, shelves)	1	O			
23 Reaching (below shoulder level) (workstation, desktop)	1	O			
24 Lifting-up to 10 lbs. (files, equipment, laptop, etc)	1	O			
25 Lifting-11-25 lbs. (file boxes)		O			
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. (files, equipment, laptop, etc)	1	O			
31 Carrying 11-25 lbs. (file boxes)	1	O			
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	Reading and creating charts, graphs	C			
2 Functional color vision, normal or corrected		N			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
3 Functional night vision, normal or corrected	May need to drive afterhours to meetings	O			
4 Functional hearing, normal or corrected	Meetings, presenting, etc.	C			
5 A sense of smell or taste		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	C			
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	C			
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	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	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)	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	N			
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	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.