

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Risk Management Analyst I/II
DEPARTMENT: Human Resources
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: 8/15/2022
DIVISION: Benefits

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.						
Programs: Manages and administers assigned programs, including: COBRA, ACA IRS reporting, Section 125, Employee and Retiree medical, dental, life insurance, HRA/FSA plans, EAP, etc. as assigned.	1	C	Computer, Phone		Essential	
Lead for unit support staff (HR Technicians). Provide training and technical direction to staff and assist in resolving more complex employee and retiree benefit issues.	2	C	Computer, Phone, Audio-Visual equipment		Essential	

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<p>Communication: Provide written and verbal health and welfare benefit information to all levels of employees, retirees, affiliates, vendors and other interested parties, in person, virtual formats, electronically, and by phone. Provide customer service as needed. Write/create, update and distribute program announcements, brochures, benefit/information guides and mailers in support of all unit programs, meetings, and plan changes to ensure employees and retirees are provided with appropriate information to make informed decisions. Develop and deliver benefit related trainings for employees, retirees, and others, as directed. Create content, update and maintain the Benefits webpage.</p>	3	C	Computer, Phone, Audio-Visual equipment		Essential	
<p>Reporting: Generate, combine, analyze, and manipulate monthly and annual reports and statistics for support of unit programs, including monthly billing reports, annual census reporting and annual migration reporting, and OPEB liability reporting, and other reports as directed. Generate ad hoc reports as requested by senior management for JLMBC and Benefit Consultants and labor negotiations. Analyze and review data for accuracy.</p>	4	F	Computer, Phone, Audio-Visual equipment		Essential	
<p>Policy/Procedures: Evaluate, develop, and implement procedures and procedures, to reduce redundancies. Independently Identifies relevant benefit policy/procedure needs or responds to requests from executive team for new policies/procedures. Researches and analyzes issues, reviews relevant laws, regulations, policies, and best practices. Writes policies/procedures using approved format and professional level writing skills; ensures policies/procedures are reviewed by and input received from all stakeholders; participates in meet and confer sessions with unions as appropriate; ensures training, implementation, and distribution.</p>	5	F	Computer, Phone, Audio-Visual equipment		Essential	

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Benefit Systems Support: As a participant of the HRMS Support Group, act as Benefits Unit project lead for system upgrades, FSA annual enrollment, health annual enrollment, Employee Self Service (ESS), BI Publisher reports and scheduled reports, implementation of new benefit plans, file feed (FTP) change requests, and regularly troubleshoot system irregularities. In coordination with HRIS, ACTTC Payroll and ISD, request, update, test and implement changes to improve system functionality as it pertains to benefits to maintain compliance with all local, state, and federal laws.	6	F	Computer, Phone		Essential	
<p>Accounting and Auditing: Responsible for generating, auditing and authorizing vendor payments under multi-million dollar contracts, ensuring accurate billing and reporting, incorporating retroactive changes, COBRA remittance payments, Sonoma County Employees' Retirement Association (SCERA) monthly premium reconciliation and manual payroll adjustments.</p> <p>Administer and coordinate multiple benefit plans including numerous medical, dental plans, vision, Flexible Spending Accounts (FSAs) and Health Reimbursement Accounts (HRAs), COBRA, Basic, Supplemental and Dependent Life Insurance, and the Employee Assistance Plan, as assigned.</p> <p>Audit monthly Employee and Retiree plan enrollments as entered by HR Technicians for data entry integrity. Reconcile monthly COBRA and Direct Bill remittance as well as SCERA retiree benefit deductions.</p>	7	F	Computer, Phone		Essential	

<p>Open Enrollment: Oversees and coordinates three County-wide benefit annual enrollment periods each year, including; FSA, Employee and Retiree.</p> <p>Create and update annual enrollment communications, ensure all compliance documents in the benefit guides are updated and reviewed by insurance consultant. Coordinate printing and mailing of communications prior to the start of annual enrollment.</p> <p>Update HRMS system with required benefits information and ensure data accuracy. In coordination with the HRMS team. update, test, and initiate Employee Self Service (ESS) used by employees to make enrollment elections. During the Annual Enrollment period, monitor enrollments and troubleshoot errors to ensure elections are completed within ESS and submitted properly. After the close of the annual enrollment period, review, approve and process all election changes in the HRMS system. Work with the HRMS team to close ESS, run backend system processes and finalize elections. Work with ISD to coordinate the annual enrollment file transmissions to vendors.</p> <p>Work closely with vendors to obtain new EOC's and benefit summaries. Ensure all plan changes have been updated throughout all communications. Review and make recommendations for vendor microsites, PowerPoint presentations and recorded presentations to ensure appropriate messaging. Coordinate and attend educational sessions for vendor presentations. Notify COBRA provider of any plan and rate changes. Notify Healthcare Advocacy Service of annual enrollment dates and plan changes.</p> <p>Update and distribute rate sheets used by ACTTC/Payroll and HR Administration. Update all webpages with new plan year information, including rates tables, comparison charts and vendor pages. Run multiple BIP reports to review and audit elections to ensure data integrity. Generate benefit confirmation statements for all employees and eligible retirees. Review and investigate appeals as needed.</p>	<p>8</p>	<p>O</p>	<p>Computer, Phone, Audio-Visual equipment</p>		<p>Essential</p>	
<p>Collaboration: Maintain effective and collaborative relations with vendors to ensure accurate benefits administration of all plans. Includes updating policies, procedures, HRMS system and communication materials that are consistent with vendor contracts. In coordination with our Benefit Consultants and</p>	<p>9</p>	<p>O</p>	<p>Computer, Phone</p>		<p>Essential</p>	

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GSA/Purchasing, assist in the Request for Proposal (RFP) process for benefits and services; monitor contract service communication and tracking RFP responses, interpret terms of vendor contracts and ensure compliance.						
Employee Development: Participates in training, research, study, and reading, both on and off-site, to keep current in relevant information technology and human resource developments, standards and best practices, and to maintain and enhance required knowledge, skills, and abilities.	10	O	Computer, 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 (working at a desk, attending trainings, and meetings, etc)	1-10	C			
2 Walking (to and from meetings, to assist customers, etc.)	2,3,8,10	O			
3 Running	N/A	N			
4 Standing (presenting information, training, etc.)	2,3,8,10	O			
5 Bending-Neck (general office work)	1-10	F			
6 Bending-Waist (general office work, sitting)	8,9,10	O			
7 Squatting	N/A	N			
8 Climbing (stairs) (be on-site a multi-story facilities)	8,9,10	O			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck) (general office work, giving presentations, helping/assisting others, etc.)	1-10	F			
12 Twisting (waist) (sitting, general office work, presenting, helping/assisting others)	1-10	O			
13 Repetitive Hand Use (typing)	1-10	C			
14 Simple Grasping-Right Hand (files, doors, chairs)	1-10	O			
15 Simple Grasping-Left Hand (files, doors, chairs)	1-10	O			
16 Power Grasping-Right Hand		N			
17 Power Grasping-Left Hand		N			
18 Fine Manipulation-Right Hand (typing, writing, phones, computer, remotes for presentations)	2,3,8,10	O			
19 Fine Manipulation-Left Hand (typing, writing, phones, computer, remotes for presentations)	2,3,8,10	O			
20 Pushing and Pulling (right hand) (moving chairs, tables, boxes of files)	1-10	O			
21 Pushing and Pulling (left hand) (moving chairs, tables, boxes of files)	1-10	O			
22 Reaching (above shoulder level) (reaching for materials on shelves)	8	O			
23 Reaching (below shoulder level) (reaching into file drawers, setting up A/V equipment)	1-10	F			
24 Lifting-up to 10 lbs. (files, equipment, chairs)	8,9,10	O			
25 Lifting-11-25 lbs. (files, equipment, chairs)	8,9,10	O			
26 Lifting-26-50 lbs.	N/A	N			
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. (files, equipment, chairs)	1-10	O			
31 Carrying 11-25 lbs. (files, equipment, chairs)	8,9,10	O			
32 Carrying 26-50 lbs.	N/A	N			
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	1-10	C			
2 Functional color vision, normal or corrected	N/A	N			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected	1,2,3,5,6,8,9,10	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
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	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	O			
2 Organize own work	C			
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	N			
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	C			
3 Work requires precise attention to detail	C			
4 Use of judgment in routine matters	C			
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	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	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	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)	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.