

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Senior Office Assistant #0003  
**DEPARTMENT:** Sonoma County Public Infrastructure  
**PHYSICAL DEMAND STRENGTH RATING:** LIGHT/SEDENTARY

**DATE COMPLETED:** March 2024  
**DIVISION:** All Divisions

**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 an office setting, sitting for long periods of time and routinely using office equipment such as computers, phones, copy machines, scanners, etc. Employees in this position also provide support for various internal and external meetings including preparing meeting materials, transporting supplies, and setting up meeting rooms.						
General administrative support, including but not limited to, answering multi-line telephones; routing telephone calls and messages; greeting the public; responding to questions; issuing and tracking of visitor badges/logs; monitoring email; sorting and distributing mail; preparing outgoing mail for the County Mailroom/Courier as well as other outside mail systems; and support to staff including scheduling/calendaring, filing, research/web searches, etc.	1	C	Telephone, boxes, computer, keyboard, mouse		Essential	

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Typing and revising documents, including but not limited to, Job Specs/Addenda, Board Agenda Items, agreements, correspondence, creating mail merges, labels, forms, printing ID/visitor badges, spreadsheets, etc.	2	F	Computer, mouse, keyboard, printer		Essential	
Ordering supplies; maintaining supply cabinets; receipting and distributing incoming supplies; signing off the end-of-month statements; maintaining file for all purchase orders, etc.	3	F	Computer, mouse, keyboard, pen		Essential	
Making copies of Board Agenda Items, reports, correspondence, special projects, etc.	4	O	Copy machine		Essential	
Coordinates meetings and events with County and third parties including: Reserving meeting rooms and scheduling attendees, confirming receipt of meeting materials and equipment, and ensuring meeting rooms are set-up appropriately, etc.	5	O	Computer, Telephone, iPad		Essential	
Conference/meeting room set up: Connects and tests monitors and audiovisual equipment. Assists with the breaking down of meeting rooms for events including: lifts, carries, loads, unloads, and transports supplies and materials weighing up to 25 pounds; pushes, pulls, lifts and carries tables, chairs, chart paper easels, audio-visual equipment, etc., weighing up to 25 pounds.	6	O	Computer, Telephone, iPad, hand cart		Essential	
Driving to off-site meetings/ Support staff in a different location	7	O	Vehicle	California Driver's License- Class C	Non- 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		C			
2 Walking		O			
3 Running		N			
4 Standing		O			
5 Bending-Neck		F			
6 Bending-Waist		O			
7 Squatting		O			
8 Climbing Stairs		O			
9 Kneeling		O			
10 Crawling		N			
11 Twisting (neck)		F			
12 Twisting (waist)		O			
13 Repetitive Hand Use		C			
14 Simple Grasping-Right Hand		F			
15 Simple Grasping-Left Hand		F			
16 Power Grasping-Right Hand		N			
17 Power Grasping-Left Hand		N			
18 Fine Manipulation-Right Hand typing, writing		F			
19 Fine Manipulation-Left Hand typing, writing		F			
20 Pushing and Pulling (right hand) doors, cabinets		O			
21 Pushing and Pulling (left hand) doors, cabinets		O			
22 Reaching (above shoulder level) into drawers, shelves		O			
23 Reaching (below shoulder level) into drawers, cabinets		O			
24 Lifting-up to 10 lbs.		F			
25 Lifting-11-25 lbs. files, files boxes, supplies		O			
26 Lifting-26-50 lbs.		N			
27 Lifting 51-75 lbs.		N			
28 Lifting 76-100 lbs.		N			
29 Lifting 100 + lbs.		N			
30 Carrying 0-10 lbs.		F			
31 Carrying 11-25 lbs.		O			
32 Carrying 26-50 lbs.		N			
33 Carrying 51-75 lbs.		N			
34 Carrying 76-100 lbs.		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		C			
2 Functional color vision, normal or corrected		O			
3 Functional night vision, normal or corrected		N			
4 Functional hearing, normal or corrected		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	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	C			
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	C			
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	F			
3 Work requires precise attention to detail (preparing specifications, contracts)	O			
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 (Airport)	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)	C			
2 Interactions limited to giving/receiving information	C			
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 client's customers (members of the public—Right of Way, road	O			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
maintenance issues, unhomed, et al.				

**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., 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.**