

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Supervising Detention Assistant
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Heavy per job analysis

DATE COMPLETED: February 2022
DIVISION: Detention

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 secured detention facility, frequently interacting with arrestees and inmates; wears a uniform, representing the Sheriff's Department during all interactions with the public.						
Works a fixed post position, requiring all shifts including day, swing, nights, weekends, and holidays; long and irregular hours; subject to hold-over and call back; routinely works overtime as needed to meet mandatory staffing requirements	1	C			E	
Directly supervises detention assistant and janitorial staff: plans, organizes, and assigns work; orients and trains staff; monitors and facilitates staff continuing education requirements and other training; evaluates, reviews, and monitors activity of staff, both formally and informally, in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions.	2	C	Computer, phone		E	

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Conducts regular safety meetings and continuously enforces safety practices and procedures; observes work being performed for compliance with safety practices and procedures and corrects unsafe behavior; actively utilizes and implements established safety practices; proposes and implements new safety practices as needed.	3	C			E	
Directs and assists staff with inventory and ordering; receives deliveries and compares with order/requisition to ensure accuracy; rotates and replenishes stock; fills orders from stock on hand; reaches forward, above shoulders and below waist to lift, push, pull, carry, and place items weighing up to 65 pounds; pushes cart and delivers supplies to various locations within the facility, including inmate housing modules.	4	F	Computer, Delivery Cart, Hand Truck		E	
Directs and assists staff with the supervision of inmate workers performing laundry, sewing, and other work: ; issues, monitors, and collects sewing supplies, ensuring all supplies are accounted for; instructs, observes, and interacts with inmates to manage their behavior; assists with laundry and clothing issuance operations: lifts, carries, and folds laundry items weighing up to 43 pounds; pushes laundry carts; makes quick and accurate decisions while dividing attention between numerous issues which may require immediate, simultaneous responses.	5	O	Laundry Carts, Washer, Dryer, Laundry Soap, Vacuum, Sewing Machine, Needles, Thread, Hammer, Screw Driver		E	
Packages, tags, stores, retrieves, transfers, returns, or disposes of personal clothing and belongings of inmates; inspects clothing for cleaning needs; uses vacuum sealer to package clothes; reaches above shoulder to hang, remove clothing from rack; lifts and carries items weighing up to 25 pounds; enters and retrieves information from computer.	6	O	Clothing, Bags, Boxes, Vacuum Sealer, Laminator, Computer, Rotating Clothing Rack		N	
Drives a pick-up truck, van or other County vehicle to pick up/deliver supplies and transport inmates; monitors inmates during transport, using good judgment to assess inmate behavior and determine appropriate course of action within established department policies and protocols; inspects vehicle and reports any damage, safety, or maintenance issues.	7	O	Transportation/Cargo Van	CA Driver's License	E	
Takes commissary orders from inmates; completes scantron form; maintains written and electronic records; enters and retrieves data from data systems.	8	F	Computer		E	

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Evaluates surplus property to determine if it should be salvaged, donated or scrapped; arranges for the disposition.	9	O	Computer, Phone		E	
Communicates in person or by phone or email with other department staff and suppliers to coordinate activities, place and receive orders; communicates with inmates to direct work and monitor behavior.	10	F	Phone, Computer		E	
Participates in training, online and in person, to maintain and enhance knowledge and skills necessary to perform assigned duties.	11	O			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 (e.g. driving pick-up truck, van or other County vehicle, reading emails, ordering supplies)	2,5,6,7,8, 9	O			
2 Walking (e.g. assisting with laundry operations, storing inmate property, stocking supplies)	2,3,4,5,7	F			
3 Running (e.g. assisting co-worker or inmate in an emergency)	2,3	O			
4 Standing (e.g. taking inventory, replenishing stock, observing inmates, communicating with other staff)	2,3,4,7	C			
5 Bending-Neck (e.g. using computer or phone, driving County vehicle, taking inventory, storing inmate property)	2,3,4,5,6,7,8	F			
6 Bending-Waist (e.g. storing supplies, assisting laundry operations, transferring inmate property)	2,3,4,7	F			
7 Squatting (e.g. rotating and replenishing stock, inspects vehicle for damage or maintenance issues)	2,4,7	O			
8 Climbing (e.g. climbing step ladder to replenish stock, walking up ramp on dock to receive deliveries)	4,7	O			
9 Kneeling (e.g. breaking down deliveries, storing items in jail store)	2,7	O			
10 Crawling (e.g. inspecting vehicle for maintenance or damage)	2,5	O			
11 Twisting-Neck (e.g. supervising inmates, checking inventory, pulling paper records)	2,3,4,5,6,7,8	F			
12 Twisting-Waist (e.g. returning and disposing clothing and belongings, assisting in laundry operations)	2,3,4	F			
13 Repetitive Hand Use (e.g. folding laundry, data entry, writing reports)	2,3,4,5,6	F			
14 Simple Grasping-Right Hand (e.g. using landline phone, holding security badge)	2,3,4,5,6	F			
15 Simple Grasping-Left Hand (e.g. using landline phone, holding security badge)	2,3,4,5,6	F			
16 Power Grasping-Right Hand (e.g. stocking supplies)	2,4	O			
17 Power Grasping-Left Hand (e.g. stocking supplies)	2,4	O			
18 Fine Manipulation-Right Hand (e.g. completing reports, adjusting channel on two-way radio)	2,6,8	O			
19 Fine Manipulation-Left Hand (e.g. completing reports, adjusting channel on two-way radio)	2,6,8	O			
20 Pushing and Pulling-Right Hand (e.g. pushing dirty or cleaning laundry cart, pushing flatbed dolly with supplies/stock)	2,3,4	F			
21 Pushing and Pulling-Left Hand (e.g. pushing dirty or clean laundry cart, pushing flatbed dolly with supplies/stock)	2,3,4	F			
22 Reaching-Above shoulder level (e.g. hanging and removing inmate clothing from clothing rack, stocking supplies, breaking down orders, pulling mattresses for repair or replacement)	2,3,4	F			
23 Reaching-Below shoulder level (e.g. storing stock, retrieving inmate property, receiving donated library books)	2,3,4,5,6,7	F			
24 Lifting up to 10 lbs. (e.g., storing stock like ramen, paper forms, and packaged snacks)	2,3,4	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
25 Lifting 11-25 lbs. (e.g. storing germicidal detergent, paper towels, Oreos)	2,3,4	F			
26 Lifting 26-50 lbs. (e.g. retrieving boxes of inmate pants, loading laundry chemical buckets, storing copy paper)	2,3,4	F			
27 Lifting 51-75 lbs. (e.g. loads inmates, lifting/storing pallets on dock after deliveries, boxes of bleach)	2, 3	O			
28 Lifting 76-100 lbs.	N/A	N			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (e.g., carrying i-cups for drug screenings, commissary items, replacing printer cartridges)	2,3,4,7	F			
31 Carrying 11-25 lbs. (e.g. collects sewing supplies, stocking deodorant soap and lotion)	2,3,4,7	F			
32 Carrying 26-50 lbs. (e.g., picking up supplies like boxes of toilet paper, pulling inmate mattresses)	2,3,4,5,7	O			
33 Carrying 51-75 lbs. (e.g. lifting/storing pallets on dock after deliveries, boxes of bleach)	2,3	O			
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 (e.g. supervising inmates, responding to emails)	2,3,4,5,6,7,8	C			
2 Functional color vision, normal or corrected (e.g. to identify blood and other fluids on inmate laundry)	2,3,4	C			
3 Functional night vision, normal or corrected (e.g. driving during twilight hours for laundry service or transporting inmates)	5	O			
4 Functional hearing, normal or corrected (e.g., use of two-way radios for communication)	2,3,4,5,6,7,8	C			
5 A sense of smell or taste (e.g. identify chemicals, smoke, vapors, and human wastes)	3	F			

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	C			
2 Organize own work	C			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	F			
5 Required to train and/or lead other staff	C			
6 Required to direct other staff (e.g., planning, goal setting, performance)	C			

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	F			
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	C			
4 Use of judgment in routine matters	F			
5 Requires use of judgment in adapting procedures from one task to another	O			
6 Possible legal ramifications associated with work activities or work product	C			

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				
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	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 (e.g., delivering supplies within facility, placing orders)	C			
2 Work Outside (e.g., receiving orders)	O			
3 Extreme Heat (above 100 degrees)	O			
4 Extreme Cold (below 32 degrees)	O			
5 Excessive Noise (must raise voice to be heard)	F			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke (e.g., laundry and other cleaning products)	F			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	F			
10 Grease, oils (e.g. checking county vehicle for damage or maintenance)	O			
11 Acidic, Caustic Solutions	O			
12 Pesticides	O			
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	O			
17 Human Wastes	O			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes (e.g., mice/rat droppings, insects' droppings)	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste	O			
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. laundry rack)	O			
28 Proximity to moving vehicles or objects (e.g. truck or vans delivering orders, driving county vehicle)	O			
29 Heights (e.g. step ladders, ramps)	O			
30 Contact with water, other liquids, humid conditions - not weather related (e.g. laundry and clothing operations)	O			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections)	C			
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.	F			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other:	N			

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	X		
5 Respirator Questionnaire – Short	X	X	Annual
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	X	Annual
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	3 shot series, 1x
14 Vaccine: Influenza		X	Offered - Annual
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.



**Property/Belongings bag- up to 28 lbs.
Over-head lift up to 84 inches**



**Laundry Cart for Module- handles at 52 inches
Push force of 71 lbs. - distances up to ¼ mile
Pull force of 55 lbs.
(Push/pull force measured with cart full)**



**Dirty Laundry Carts- Top of cart 39 inches
Bottom of cart- 9 inches off of floor
Push force of 32.5 lbs.**



**Mattress and Pillow- 30 lbs.
Lifted up to 72-inches**



**CPI/Guardian Property Room Expander
Vacuum Sealer- inmate belongings
Handle from 64" to 24"; 20 to 25 times/day**



**Pallets 40"x47"x4.5" – 65 lbs.
On dock stacked to 36-inch height**



Storage Room Supplies

Items stored on floor up to 50-inches

Copy Paper 11"x10"x7" – 48 lbs.

Bath Tissue 16"x24"x8" – 34 lbs.

Germicidal Detergent 16"x10"x8" – 23 lbs.

Deodorant Soap 16"x10"x8" – 23lbs.



Delivery on Dock for breakdown and storage

Roll Towels – 22"x8"x15" – 20 lbs.

Box of Bleach 19.5"x11"x13" – 56 lbs.



Jail Store

Items stocked on shelf from 4-inch up to 70-inches

Oreos 12"x11"x16" – 12 lbs.

Ramen Packages 15"x4.5"x9" – 4.5 lbs.



Laundry chemicals -43 lbs.

15"x12" stored up to 48-inches

Stacking buckets 3 high (3/2022)



Laundry Room

Washers hold up to 300 lbs. wet laundry

Approximately 40 dirty laundry carts per shift