

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Administrative Analyst I/II/III – Clean Water Program Ombudsperson
DEPARTMENT: CAO
PHYSICAL DEMAND STRENGTH RATING: Sedentary/Light

DATE COMPLETED: February 2022
DIVISION:

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, and other office equipment						

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Working independently, gains working knowledge of the Russian River TMDL and the challenges faced by the lower Russian River property owners. Collects, analyzes & interprets data regarding TMDL proposed & adopted standards. Enters and reviews detailed records in databases and other computerized systems, understands, analyzes and applies complex rules and regulations; reviews and verifies accuracy and completeness of property records; ensures compliance with County and department policies, researches omissions and errors; obtains information needed to correct records; generates reports using database reporting tools.	1	F	Computer		E	
Using good judgment and discretion, communicates by phone, email, social media, or in person with staff, constituents and stakeholders; advises and educates the public regarding the TMDL provisions while maintaining confidentiality and building trust, explains complex information in a manner that is easily understood by persons of every level of education; reports information in a timely manner to both the public and staff; maintains a calm, courteous, and approachable demeanor.	2	F	Computer, phone, vehicle		E	
Meets with members of the public as needed to serve the community education and constituent needs; attends public meetings of the Lower Russian River Citizens Advisory Committee as well as the Interagency Team; promotes and organizes public education events on the TMDL; holds regular office hours in the Monte Rio area and schedules other appointments as needed; maintains confidential records on case work; and facilitates understanding of complex rules of a scientific nature. Potential need for site visits to locations with challenging terrain or access – including potential exposure to poison oak or ivy – and possible exposure to untreated sewage in the case of a failed septic system.	3	F	Computer and phone, vehicle		E	

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With professionalism and attention to detail, prepares and presents narrative and statistical reports and recommendations.; makes outreach efforts to inform and educate the public on matters related to the TMDL in both person and using social media or other methods of disseminating information.	4	F	Computer and phone		E	
Researches funding opportunities, grants, and potential solutions for those affected community members who will need to upgrade their Onsite Wastewater Treatment Systems; promotes opportunities to the public with events, media, and webpage administration.	5	F	Computer and phone		E	
Maintain email list(s) of residents interested in TMDL implementation, create website content for public education, hold regular office hours to meet with residents individually to provide assistance on options	6	F	Computer		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	1-6	C			
2 Walking	1-2	O			
3 Running	N/A	N			
4 Standing	1-5	O			
5 Bending-Neck	1-6	F			
6 Bending-Waist	1-5	O			
7 Squatting	N/A	N			
8 Climbing	N/A	N			
9 Kneeling	N/A	N			
10 Crawling	N/A	N			
11 Twisting (neck)	1-6	F			
12 Twisting (waist)	1-6	O			
13 Repetitive Hand Use	1-6	F			
14 Simple Grasping-Right Hand	1-6	O			
15 Simple Grasping-Left Hand	1-6	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand	1-6	O			
19 Fine Manipulation-Left Hand	1-6	O			
20 Pushing and Pulling (right hand)	1-6	O			
21 Pushing and Pulling (left hand)	1-6	O			
22 Reaching (above shoulder level)	1-6	O			
23 Reaching (below shoulder level)	1-6	O			
24 Lifting-up to 10 lbs.	1-6	O			
25 Lifting-11-25 lbs.	N/A	N			
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.	1-6	O			
31 Carrying 11-25 lbs.	N/A	N			
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	1-6	C			
2 Functional color vision, normal or corrected	1-6	N			
3 Functional night vision, normal or corrected	3	O			
4 Functional hearing, normal or corrected	1-6	O			
5 A sense of smell or taste	3	O			

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	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	N			
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	F			
2 Meet time sensitive deadlines	C			
3 Long and/or irregular hours	O			
4 Limited/unpredictable opportunity for breaks	F			
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	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	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	F			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	F			
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	F			
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	O			
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.)	O			
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)	O			
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	O			
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	N		
2 DOT Commercial Driver Drug and Alcohol Screening	N		
3 DOT Commercial Driver Physical Exam	N		
4 Respirator Physical Exam	N		
5 Respirator Questionnaire – Short	N		
6 Respirator Questionnaire – Standard	N		
7 Blood lead level	N		
8 Hazardous Waste/Emergency Worker physical	N		
9 Heavy metal screen (mercury, lead, arsenic)	N		
10 HINT Hearing Noise Sensitivity Testing	N		
11 Tuberculosis skin test	N		
12 Vaccine: MMR	N		
13 Vaccine: Hepatitis A & B series	N		
14 Vaccine: Influenza	N		
15 Vaccine: Meningococcal	N		
16 Vaccine: Pneumococcal	N		
17 Vaccine: Rabies	N		
18 Vaccine: Rabies Titer	N		
19 Vaccine: Tdap	Y		
20 Vaccine: Chickenpox	N		

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.