#### COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

# JOB CLASSIFICATION: Community Health Worker SpecialistDATE COMPLETED: March 14, 2022DEPARTMENT: Department of Health ServicesDIVISION: Public Health – Field NursingPHYSICAL DEMAND STRENGTH RATING: LightDIVISION: Public Health – Field Nursing

#### 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 the\*re 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:

		-				Medical Provider Use Only: For
	Duty	Rating	tools used to	Expertise, License,	Non- Essential	each job duty/function, indicate
	#		perform (Describe)	Certification Required?		in this column "Can Perform", is
				(Describe)		"Temporarily Restricted" from
						performing, or is "Permanently
						Restricted" from performing.
While performing the following duties, employees in this position						
the Community Health Worker typically works in the office, in the						
field, from their home and in a classroom sitting, standing for long						
periods of time and routinely using the computer or laptop,						
printer and phone. Performing these duties requires a fluent						
level of bilingual skill.						
Uses motivational interviewing, public speaking, health education,	1	F	Computer and/or	Understanding of	E	
and team leadership skills. Topics include infectious disease,			laptop, smart	public health model,		
disease prevention, chronic disease management, nutrition, and			phone, office phone,	roles and		
resource navigation.			photocopier	responsibilities of		
				Community Health		
				Workers.		

A. Job Duty/Function	B. Job	C. Freq	D. Equipment or	E. Specialized	F. Essential or	Medical Provider Use Only: For
	Duty	Rating	tools used to	Expertise, License,	Non- Essential	each job duty/function, indicate
	#		perform (Describe)	Certification Required?		in this column "Can Perform", is
				(Describe)		"Temporarily Restricted" from
						performing, or is "Permanently
						Restricted" from performing.
Works with case-managing Public Health Nurses and Social	2	F	Computer,		E	
Services Worker provide resources and services to clients in a			Telephone, Office			
timely manner, including delivering supplies and transporting			equipment, County			
clients.			Vehicle, Hand carts			
Presents public health information in the form of in-person health	3	F	Computer, Office		E	
education, including resource navigation, stress reduction, and			Equipment,			
conversations on Adverse Childhood Experiences (ACEs).			telephone			
Translates English language health and resource information to	4	F	Computer,		E	
Spanish for written materials and for presentations; provides			telephone			
occasional language interpretation services for monolingual						
English-speaking case managers.						

#### PART 2: PHYSICAL DEMANDS

Activity   Duties/Functions Prequent, or Constant   Temporarily Perform   Permanently Restricted     1 Sitting   1-4   C   Image: Constant   Perform   Restricted     2 Walking   1-4   O   Image: Constant   Perform   Restricted     3 Running   1-4   O   Image: Constant   Image: Constant   Perform     4 Standing   1-4   O   Image: Constant   Image: Constant   Image: Constant     5 Bending-Weck   1-4   F   Image: Constant   Image: Constant   Image: Constant     7 Squatting   N/A   N   Image: Constant   Image: Constant   Image: Constant   Image: Constant     9 Kneeling   N/A   N   Image: Constant   Image: Conspinge: Constant   Image: Constant		Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY:
1 Sitting 1-4 C Image: Constraint of the second seco	Activity				• •	
2 Walking 1-4 O Image: Constraint of the second seco	4. 01111			Perform	Restricted	Restricted
3 Running N/A N   4 Standing 1-4 O   5 Bending-Neck 1-4 F   6 Bending-Waist 1-4 F   7 Squatting N/A N   8 Climbing N/A N   9 Kneeling N/A N   10 Crawling N/A N   11 Twisting (neck) 1-4 O   12 Twisting (waist) 1-4 O   13 Repetitive Hand Use 1-4 F   14 Simple Grasping-Right Hand 1-4 F   15 Simple Grasping-Right Hand 1-4 O   16 Power Grasping-Right Hand 1-4 F   17 Power Grasping-Right Hand 1-4 F   19 Fine Manipulation-Right Hand 1-4 F   19 Power Grasping-Right Hand 1-4 F   20 Pushing and Pulling (right hand) 1-4 O   21 Pushing and Pulling (right hand) 1-4 O   22 Reaching (above shoulder level) 2 O   23 Reaching (below shoulder level) 1-4 O   24 Lifting-26-50 Ibs. N/A N						
4 Standing 1-4 O Image: Constraint of the second sec						
5 Bending-Neck 1-4 F    6 Bending-Waist 1-4 F    7 Squatting N/A N    8 Climbing N/A N    9 Kneeling N/A N    10 Crawling N/A N    11 Twisting (neck) 1-4 O    12 Twisting (waist) 1-4 O    13 Repetitive Hand Use 1-4 F    14 Simple Grasping-Right Hand 1-4 F    15 Simple Grasping-Right Hand 1-4 F    16 Power Grasping-Right Hand 1-4 F    17 Power Grasping-Left Hand N/A N    18 Fine Manipulation-Right Hand 1-4 F    19 Fine Manipulation-Left Hand 1-4 F    20 Pushing and Pulling (right hand) 1-4 O    21 Pushing and Pulling (left hand) 1-4 O    22 Reaching (above shoulder level) 2 O     23 Reaching (below shoulder						
6 Bending-Waist 1-4 F Image: Constraint of the second secon						
7 Squatting N/A N N   8 Climbing N/A N N   9 Kneeling N/A N N   10 Crawling N/A N N   10 Crawling N/A N N   10 Crawling (neck) 1-4 O N   12 Twisting (waist) 1-4 O N   13 Repetitive Hand Use 1-4 F N   14 Simple Grasping-Right Hand 1-4 F N   15 Simple Grasping-Left Hand 1-4 O N   16 Power Grasping-Left Hand N/A N N N   17 Power Grasping-Left Hand 1-4 F N N   18 Fine Manipulation-Right Hand 1-4 F N N N   18 Fine Manipulation-Left Hand 1-4 F N						
8 Climbing N/A N   9 Kneeling N/A N   10 Crawling N/A N   11 Twisting (neck) 1-4 O   12 Twisting (waist) 1-4 O   13 Repetitive Hand Use 1-4 F   14 Simple Grasping-Right Hand 1-4 F   15 Simple Grasping-Left Hand 1-4 F   16 Power Grasping-Left Hand N/A N   17 Power Grasping-Left Hand 1-4 F   18 Fine Manipulation-Left Hand 1-4 F   19 Fine Manipulation-Left Hand 1-4 F   20 Pushing and Pulling (right hand) 1-4 O   21 Pushing and Pulling (right hand) 1-4 O   22 Reaching (above shoulder level) 2 O   23 Reaching (below shoulder level) 1-4 O   25 Lifting-11-25 lbs. 2,3 O   27 Lifting 51-75 lbs. N/A N   28 Lifting 76-100 lbs. N/A N   29 Lifting 100 + lbs. N/A N   20 Carrying 0-10 lbs. 1-4 O   21 Carrying 26-50 lbs						
9 KneelingN/ANN10 CrawlingN/ANN11 Twisting (neck)1-4O112 Twisting (waist)1-4O113 Repetitive Hand Use1-4F114 Simple Grasping-Right Hand1-4F115 Simple Grasping-Left Hand1-4O116 Power Grasping-Left HandN/AN117 Power Grasping-Left HandN/AN118 Fine Manipulation-Right Hand1-4F119 Fine Manipulation-Right Hand1-4F119 Fine Manipulation-Left Hand1-4F120 Pushing and Pulling (right hand)1-4O121 Pushing and Pulling (left hand)1-4O122 Reaching (below shoulder level)2O123 Reaching (below shoulder level)1-4O124 Lifting-up to 10 lbs.1-4O125 Lifting-11-25 lbs.2,3O126 Lifting-26-50 lbs.N/AN129 Lifting 100 + lbs.1-4O129 Lifting 100 + lbs.1-4O129 Lifting 10-10 lbs.1-4O120 Carrying 21-25 lbs.2,3O121 Lifting 26-50 lbs.N/AN123 Lifting 76-100 lbs.N/AN131 Carrying 11-25 lbs.2,3O132 Carrying 51-75 lbs.1/AN132 Carrying 51-75 lbs. </td <td></td> <td>-</td> <td>N</td> <td></td> <td></td> <td></td>		-	N			
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11 Twisting (neck) 1-4 0 12   12 Twisting (waist) 1-4 0 13   13 Repetitive Hand Use 1-4 F 14   14 Simple Grasping-Right Hand 1-4 F 14   15 Simple Grasping-Right Hand 1-4 F 14   15 Simple Grasping-Left Hand 1-4 O 16   16 Power Grasping-Right Hand N/A N 17   17 Power Grasping-Left Hand N/A N 17   18 Fine Manipulation-Right Hand 1-4 F 12   19 Fine Manipulation-Left Hand 1-4 F 14   20 Pushing and Pulling (right hand) 1-4 O 14   21 Pushing and Pulling (left hand) 1-4 O 14   22 Reaching (above shoulder level) 2 O 12   23 Reaching (below shoulder level) 1-4 O 14   24 Lifting-up to 10 lbs. 1-4 O 14   25 Lifting-11-25 lbs. 2,3 O 14   26 Lifting-26-50 lbs. N/A N 14   29 Lifting 100 + lbs. N/A		N/A	N			
12 Twisting (waist) 1-4 0 13   13 Repetitive Hand Use 1-4 F 14   14 Simple Grasping-Right Hand 1-4 F 15   15 Simple Grasping-Left Hand 1-4 0 16   16 Power Grasping-Left Hand 1-4 0 16   17 Power Grasping-Left Hand N/A N 17   18 Fine Manipulation-Right Hand 1-4 F 17   19 Fine Manipulation-Left Hand 1-4 F 17   20 Pushing and Pulling (right hand) 1-4 0 17   21 Pushing and Pulling (right hand) 1-4 0 17   22 Reaching (above shoulder level) 2 0 22   23 Reaching (below shoulder level) 2 0 23   24 Lifting-up to 10 lbs. 1-4 0 12   25 Lifting-11-25 lbs. 2,3 0 12   26 Lifting 26-50 lbs. N/A N 12   27 Lifting 10-15 lbs. N/A N 12   29 Lifting 100 + lbs. 1-4 0 14   30 Carrying 0-10 lbs. 1-4	10 Crawling		N			
13 Repetitive Hand Use1-4FImage: Constraint of the second	11 Twisting (neck)	1-4	0			
14 Simple Grasping-Right Hand1-4F15 Simple Grasping-Left Hand1-4O16 Power Grasping-Right HandN/AN17 Power Grasping-Left HandN/AN18 Fine Manipulation-Right Hand1-4F19 Fine Manipulation-Left Hand1-4F20 Pushing and Pulling (right hand)1-4O21 Pushing and Pulling (left hand)1-4O22 Reaching (above shoulder level)2O23 Reaching (below shoulder level)1-4O24 Lifting-11-25 lbs.2,3O25 Lifting 51-75 lbs.N/AN28 Lifting 76-100 lbs.1-4O29 Lifting 100 + lbs.1-4O30 Carrying 0-10 lbs.1-4O31 Carrying 11-25 lbs.2,3O32 Carrying 26-50 lbs.N/AN33 Carrying 51-75 lbs.N/AN33 Carrying 51-75 lbs.N/AN33 Carrying 51-75 lbs.N/AN	12 Twisting (waist)	1-4	0			
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19 Fine Manipulation-Left Hand 1-4 F Image: Constraint of the state of t	17 Power Grasping-Left Hand	N/A	N			
20 Pushing and Pulling (right hand) 1-4 O Image: Constraint of the state	18 Fine Manipulation-Right Hand	1-4	F			
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23 Reaching (below shoulder level) 1-4 O Image: constraint of the state	21 Pushing and Pulling (left hand)	1-4	0			
24 Lifting-up to 10 lbs. 1-4 O Image: constraint of the state of the sta	22 Reaching (above shoulder level)	2	0			
25 Lifting-11-25 lbs. 2,3 O Image: Constraint of the second	23 Reaching (below shoulder level)	1-4	0			
25 Lifting-11-25 lbs. 2,3 O Image: Constraint of the second	24 Lifting-up to 10 lbs.	1-4	0			
26 Lifting-26-50 lbs. N/A N Image: Marcol of the state of t		2,3	0			
27 Lifting 51-75 lbs. N/A N Image: Model of the state of th			N			
28 Lifting 76-100 lbs. N/A N Image: Model of the second sec	_		N			
29 Lifting 100 + lbs. N/A N Image: Non-Stress of the stress of the			N			
30 Carrying 0-10 lbs. 1-4 O Image: Carrying 11-25 lbs.   31 Carrying 11-25 lbs. 2,3 O Image: Carrying 26-50 lbs.   32 Carrying 26-50 lbs. N/A N Image: Carrying 51-75 lbs.   33 Carrying 51-75 lbs. N/A N Image: Carrying 51-75 lbs.	29 Lifting 100 + lbs.		N			
31 Carrying 11-25 lbs. 2,3 O Image: Carrying 26-50 lbs.   32 Carrying 26-50 lbs. N/A N Image: Carrying 51-75 lbs.   33 Carrying 51-75 lbs. N/A N Image: Carrying 51-75 lbs.	_					
32 Carrying 26-50 lbs.   N/A   N   Image: Model of the second secon						
33 Carrying 51-75 lbs. N/A N						
	, ,					
	34 Carrying 76-100 lbs.	N/A	N			

#### PART 3: SENSORY REQUIREMENTS

	Examples of	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Duties/Functions	Never, Occasional;	Can	Temporarily	Permanently
Activity	<b>Requiring Activity</b>	Frequent, or Constant	Perform	Restricted	Restricted
1 Functional vision, normal or corrected	1-4	С			
2 Functional color vision, normal or corrected	1-4	0			
3 Functional night vision, normal or corrected	2,3	0			
4 Functional hearing, normal or corrected	1-4	С			
5 A sense of smell or taste	N/A	N			

#### PART 4: COMPREHENSION LEVEL

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	С			
3 Required to sustain concentration	С			

#### **PART 5: NATURE OF TASKS**

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Follow set procedures	С			
2 Organize own work	С			
3 Able to ask questions or request assistance when needed	С			
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,	N			
performance)				

#### PART 6: WORK PACE

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Tightly scheduled and rapid pace of work activities at	F			
high volume				
2 Meet time sensitive deadlines	0			
3 Long and/or irregular hours	0			
4 Limited/unpredictable opportunity for breaks	0			
5 Required to perform on-call or emergency work	Ν			

#### PART 7: COMPLEXITY/VARIABILITY

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	С			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	С			
5 Requires use of judgment in adapting procedures from one	F			
task to another				
6 Possible legal ramifications associated with work activities	N			
or work product				

#### **PART 8: INTERACTIONS WITH OTHERS**

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
	Never, Occasional;	Can	Temporarily	Permanently
Activity	Frequent, or Constant	Perform	Restricted	Restricted
1 Works with others (e.g., co-workers, other	С			
departments/agencies, public)				
2 Interactions limited to giving/receiving information	0			
3 Interactions exceed giving/receiving information (e.g.,	C			
advises, persuades, justifies)				
4 Interactions occur under circumstances of emotional stress	0			
5 Risk of confrontation with violent or assaultive clients or	0			
customers				

	FREQUENCY RATING	MEDICAL	PROVIDER	USE ONLY
Activity	Never, Occasional;	Can	Temporarily	Permanently
1 Work Inside	Frequent, or Constant O	Perform	Restricted	Restricted
2 Work Outside	0			
3 Extreme Heat (above 100 degrees)	0			
4 Extreme Cold (below 32 degrees)	0			
5 Excessive Noise (must raise voice to be heard)	0			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	0			
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)	Ν			
16 Human Blood, Body Tissues, or Fluids	Ν			
17 Human Wastes	Ν			
18 Animal Blood, Body Tissues, or Fluids	Ν			
19 Animal Wastes	Ν			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.)	Ν			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	Ν			
22 Biomedical Waste	Ν			
23 Ionizing Radiation	Ν			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	Ν			
26 Walking on uneven, slippery, or rough surfaces	0			
27 Proximity to moving mechanical parts (e.g., equipment,	N			
machinery)				
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	0			
weather related				
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics,	0			
labs, corrections)				
33 Operates non-commercial motor vehicles (cars, trucks)	0			
34 Operates commercial vehicles – CDL	N			
ClassEndorsements				
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 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

#### 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	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		Annual
12 Vaccine: MMR	x		
13 Vaccine: Hepatitis B	x		
14 Vaccine: Influenza	x		Annual/declination
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap	х		
20 Vaccine: Chickenpox	х		

### PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.