

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

**JOB CLASSIFICATION:** Election Services Supervisor (0267)  
**DEPARTMENT:** CLERK-RECORDER-ASSESSOR  
**PHYSICAL DEMAND STRENGTH RATING:** LIGHT

**DATE COMPLETED:** 04/30/2025  
**DIVISION:** REGISTRAR OF VOTERS

**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 (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)	G. 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 class work long and irregular hours, including nights, weekends, and holidays, during election cycles.	1	F	Computer, phone, fax, printer/copier		E	
Issues and processes absentee ballots; assigns ballot types to be issued; prepares returned ballots for data entry; researches and resolves problems relating to Vote by Mail ballots, including voter registration, missing information and correction of staff errors; verifies signatures; validates voted ballots; sorts voted ballots into counting groups; understands, interprets and applies complex codes and regulations.	2	F	Computer, phone, fax, printer/copier		E	

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)	G. 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.
Manages the Poll Worker recruitment program; oversees and updates computer file of poll workers, including records relating to specialized recruitment programs; prepares poll worker recognition awards; reviews materials returned from precincts; compiles information and evaluates precinct officer performance; assists in preparing documentation and information for those programs	3	F	Computer, phone, fax, printer/copier		E	
Receives campaign statement filings; reviews for accuracy and completeness; sends out late notices to individuals who have failed to file by deadline.	4	F	Computer, fax, printer/copier		E	
Communicates by phone, in person, or by email or other written format, with co-workers/supervisors, members of the public, poll workers, committee members, elected officials, and candidates, to answer inquiries regarding Vote by Mail Ballots, poll worker program, Candidates' and Committees' Campaign Statement filing obligations, California Elections Code, campaign disclosure forms, filing deadlines, and requirements for filing nomination papers; researches and refers to appropriate codes to determine correct answer.	5	F	Computer, phone, fax, printer/copier, mail processing machinery		E	
Develops policies and procedures for one or more of the divisions within the Registrar of Voter's Office to ensure compliance with applicable regulations. Operates as the subject matter expert for the assigned division and assists with gathering information for Public Records Act requests.	6	F	Computer, phone, fax, printer/copier		E	
Provides elections training to extra-help staff, including appropriate codes, processes, and office procedures.	7	F			E	

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)	G. 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.
Supervises one or more divisions within the Registrar of Voter's Office which may include Voter Registration, Vote by Mail, Campaign Finance and Candidates, Vote Centers, Warehouse and Poll Workers (travel to vote centers and/or outreach events may be required). Provides direction, both orally and in writing, to subordinate staff to ensure goals are met; plans, organizes, and assigns work; formally and informally evaluates, reviews, and monitors activity of staff in writing and in person; takes appropriate disciplinary action in conjunction with Human Resources staff; participates in hiring interviews and decisions; utilizes appropriate discretion and assures compliance with County policy and federal and state laws in matters of employee relations, EEO, and ADA.	8	F	Computer, phone, fax, printer/copier	Driver's License	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	2-8	F			
2 Walking	2- 8	O			
3 Running	N/A	N			
4 Standing	2-8	F			
5 Bending-Neck (e.g., when proofing, entering applications)	2-8	F			
6 Bending-Waist	2,-8	O			
7 Squatting (e.g., accessing lower cupboards/cabinets and bottom file drawers)	2,3,5,6	O			
8 Climbing (e.g., using step ladder to access ballot boxes on high shelves)	2,6	O			
9 Kneeling (e.g., accessing lower cupboards/cabinets and bottom file drawers)	2,3,5,6	O			
10 Crawling	N/A	N			
11 Twisting (neck) (e.g., when entering applications, looking up signatures)	2-8	F			
12 Twisting (waist)	2-8	O			
13 Repetitive Hand Use	2-8	F			
14 Simple Grasping-Right Hand (e.g., ream of paper, sorting absentee ballots)	2-8	O			
15 Simple Grasping-Left Hand (e.g., ream of paper, sorting absentee ballots)	2-8	O			
16 Power Grasping-Right Hand	N/A	N			
17 Power Grasping-Left Hand	N/A	N			
18 Fine Manipulation-Right Hand (e.g., assembling absentee ballots)	2-8	O			
19 Fine Manipulation-Left Hand (e.g., assembling absentee ballots)	2-8	O			
20 Pushing and Pulling (right hand) (e.g., pushing carts with trays of ballots)	2,5, 7	O			
21 Pushing and Pulling (left hand) (e.g., pushing carts with trays of ballots)	2,5, 7	O			
22 Reaching (above shoulder level) (e.g., placing or removing mail or ballot boxes on upper shelves)	2-8	O			
23 Reaching (below shoulder level)	2-8	F			
24 Lifting-up to 10 lbs. (e.g., ream of paper, office supplies)	2,3,5,6	F			
25 Lifting-11-25 lbs. (e.g., box of processed ballots)	2,3,5,6	F			
26 Lifting-26-50 lbs. (e.g., full mail tray, boxes of ballots, envelopes, election supplies; team-lift or cart available)	2,5,6	O			
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. (e.g., ream of paper, office supplies)	2,3,5,6	F			
31 Carrying 11-25 lbs. (e.g., box of processed ballots)	2,3,5,6	F			
32 Carrying 26-50 lbs. (e.g., full mail tray, boxes of ballots, envelopes, election supplies; team-lift or cart available)	2,5,6	O			
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
Functional vision, normal or corrected	2-8	C			
Functional color vision, normal or corrected Functional color vision, normal or corrected (e.g., to be able to validate signatures)	1,5	O			
Functional night vision, normal or corrected	N/A	N			
Functional hearing, normal or corrected	2-8	F			
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
Follow Oral Instructions	F			
Follow Written Instructions	F			
Required to sustain concentration	F			

**PART 5: NATURE OF TASKS**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Follow set procedures	C			
Organize own work	F			
Able to ask questions or request assistance when needed	C			
Required to make decisions independently	F			
Required to train and/or lead others (e.g., trains extra-help staff)	F			
Required to direct others (e.g. planning, goal setting, performance) (e.g., evaluates precinct officer performance)	F			

**PART 6: WORK PACE**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Tightly scheduled and rapid pace of work activities at high volume (e.g., during election cycles)	F			
Meet time sensitive deadlines (e.g., during election cycles)	F			
Long and/or irregular hours (e.g., during election cycles)	O			
Limited/unpredictable opportunity for breaks	O			
Required to perform on-call or emergency work (mobile vote center setup and other disaster-related task during/near election)	O			

**PART 7: COMPLEXITY/VARIABILITY**

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
Variable and unpredictable workflow	O			
Attention divided by issues requiring multi-tasking	F			
Work requires precise attention to detail	F			
Use of judgment in routine matters	F			
Requires use of judgment in adapting procedures from one task to another	O			
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
Works with others (e.g., co-workers, other departments/agencies, public)	C			
Interactions limited to giving/receiving information	F			
Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
Interactions occur under circumstances of emotional stress	O			
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	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)	O			
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.)	O			
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	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			

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	O			
37 Operates heavy equipment	N			
38 Other:	N			

**PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS: Not Applicable**

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.)
Audiometric Testing	N/A	N/A	N/A
DOT Drug and Alcohol Screening	N/A	N/A	N/A
DOT Physical Exam	N/A	N/A	N/A
Respirator Physical Exam	N/A	N/A	N/A
Respirator Questionnaire – Short	N/A	N/A	N/A
Respirator Questionnaire – Standard	N/A	N/A	N/A
Blood lead level	N/A	N/A	N/A
Hazardous Waste/Emergency Worker physical	N/A	N/A	N/A
Heavy metal screen (mercury, lead, arsenic)	N/A	N/A	N/A
HINT Hearing Noise Sensitivity Testing	N/A	N/A	N/A
Tuberculosis skin test	N/A	N/A	N/A
Vaccine: MMR	N/A	N/A	N/A
Vaccine: Hepatitis B	N/A	N/A	N/A
Vaccine: Influenza	N/A	N/A	N/A
Vaccine: Meningococcal	N/A	N/A	N/A
Vaccine: Pneumococcal	N/A	N/A	N/A
Vaccine: Rabies	N/A	N/A	N/A
Vaccine: Tdap	N/A	N/A	N/A
Vaccine: Chickenpox	N/A	N/A	N/A

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



**5,000 count of secrecy envelopes  
20" x 21" x 11" = 38 lbs.  
Up to 36 inches high**



**Ballot Storage- from 5 inches to 74 inches high  
Example of step stool to access higher shelf**



**Mail Processing Machinery  
Enveloper**



**Mail Processing Machinery- Omaton**



**Mail Processing Machinery**



**Mail Processing Machinery- Opex Rapid Mail**





**Mail Sorting Machinery**



**Mail Sorting Machinery**



**Processed Ballot Storage**



**Ballot Counting Server**



**Cart- 32 inches to top; carries Full boxes of Processed Ballots – 24”x10”x7” 22lbs. from cart to 74”**